



Hopkins Public Schools  
Royal Cuisine—  
Student Nutrition Services  
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## What do I need to know about the online meal payment system

- 📄 **Online access for families to view their child(ren)'s account balances and purchases**
- 📄 **Ease of making payments online via e-check or credit/debit card**
- 📄 **Fully integrated with our Campus Parent Portal**

### What can you do with our online payment system?

Our system is fully integrated with the Campus Parent Portal which allows for real-time, secure access for Parents/Guardians to the food service information, including account balances, and all purchases your child has made in the cafeteria.

### How does it work?

Every student has an account where all of the money for food service can be deposited by check or online payment. As purchases are made, money is drawn out of the account. The child will access their personal account in the lunch lines with his or her Personal Identification Number (PIN) entered into a keypad.

### What else do I need to know?

- ✓ All students will use their previous year's PIN, which will stay the same from kindergarten through 12<sup>th</sup> grade.
- ✓ Parents/Guardians will still be able to send a check with their child to school. We ask that parents do not send cash with students.
- ✓ Parents/Guardians may also send one check to the above address and allocate specific amounts to be distributed to their children.
- ✓ Online payments may be used using the Campus Parent Portal. For more information on using the Parent Portal, please visit us at [hopkinsschools.org](http://hopkinsschools.org) and scroll down until you see the Infinite Campus Portal Login on the left.

- ✓ Account balances from last year remain in our new system and may be viewed in the Campus Parent Portal as well.

### **What does our family need to do?**

- ✓ If you have a Campus Parent Portal account, just log in and you are all set to view your child's balances and transactions! A link to the portal may be

found at [hopkinsschools.org](http://hopkinsschools.org) and scrolling down to the  icon.

- ✓ Families that do not have Parent Portal accounts must email [portal@hopkinsschools.org](mailto:portal@hopkinsschools.org). Please include your child(ren)'s birthday(s) in the email. We will activate your account and email you the access information.
- ✓ To make online payments, log into your Campus Parent Portal account. Once logged in, follow the Payments link under Family. From here, you can add funds to your students' accounts. If you have never used the system before, you need to click the link to "Register your credit cards and banking information" before you add funds.

### **Questions?**

- ✓ For questions about account balances or the payment system, please call Royal Cuisine Student & Nutrition Services at 952.988.4060 or email [royalcuisine@hopkinsschools.org](mailto:royalcuisine@hopkinsschools.org).
- ✓ For questions about the Campus Parent Portal, please email [portal@hopkinsschools.org](mailto:portal@hopkinsschools.org).