CREATING YOUR MEAL MAGIC FAMILY PORTAL ACCOUNT

- 1. Visit https://dubuque.familyportal.cloud.
- 2. Click on My Account.



This box will appear

Log In	
Username (email address)	
Passphrase	
	Q
Forgot My Passphrase / Unlock Account	

If you have not registered your Username, click **here** to do so. If you forgot your Passphrase or your account is locked, enter your Username and then click Forgot My Passphrase / Unlock Account.

- 3. If you have not registered your username/account, click the here to do so.
- 4. Enter your email address.
- 5. Click next.
- 6. Read and Accept the Terms of Use and Privacy Policy.
- 7. Check your email for activation instructions.
- 8. Click the link in the activation instructions.
- 9. Enter your first and last name and set a passphrase.
- 10. Click Submit.
- 11. After successfully completing registration, you will use MY ACCOUNT whenever you want to access your account.

ADDING FAMILY MEMBERS



- You will have the ability to add family members to your account by clicking on the ADD PERSON button. You will need to know the student's ID number along with the person's first and last name.
- 2. Once student is added you will be able to see your students account balance.



3. Click on Student's name and you can see their Meal Account history under the History button or put restrictions on their meal account under the settings button.



You will be able to Apply for Benefits by clicking on the Apply for Benefits button when first entering the Family Portal.

You will **NOT** be able to make MEAL ACCOUNT DEPOSITS through the Family Portal. PLEASE USE THE DISTRICT'S ONLINE PAYMENT PORTAL AT: <u>http://www.dbqschools.org/onlinepayments/</u>