



## Regional School District 13

Department of Information Technology  
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[www.rsd13ct.org](http://www.rsd13ct.org)

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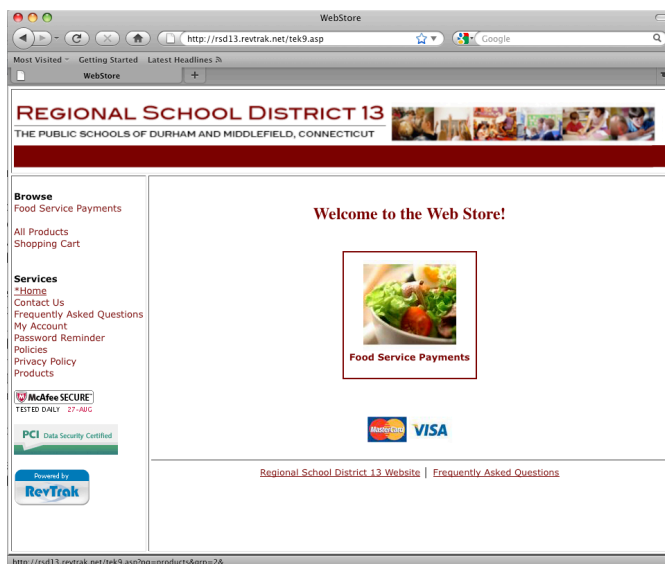
To The Parents of

whose Student ID# is:

I am pleased to announce that this year we have made great leaps forward with how we use technology in District 13. This letter is to explain just one of the many changes we made, which was the addition of a "Point Of Sale" system in all of our cafeterias. One of the most convenient features of which, is that you can now pay for student's lunches online with a credit card for as many days, weeks or months as you want! The only information required for you to do this is your child's last name and their Student ID #, which you may be seeing for the first time here in this letter. This ID # will now appear on student ID badges that the students will bring with them when buying lunch, milk or snack. Each school is handling the badge process a little bit different so I won't go into detail on it. Just know that each student in the District is getting a badge at the beginning of the school year which they'll use to buy lunch and when checking out library books.

### If you want to put money into your child's account, please follow these steps:

- 1) Open a web browser such as Internet Explorer, Safari or Mozilla Firefox.
- 2) In the address bar, type <http://rsd13.revtrak.net> and hit the enter key. That should bring you to this page----->
- 3) Click on the picture in the middle labeled "Food Service Payments".
- 4) In the next screen enter the amount you wish to apply to the child's account, the child's last name, and the child's ID #. Then click the "Buy Now" link at the bottom of the page.
- 5) If the information you entered matches our system you will continue on to the "Shopping Cart". If it doesn't match, a message saying "No Matching Contact Found" will be displayed and you'll be asked to re-enter the information. Once the correct information is entered you'll move on to the "Shopping Cart". The child's full name should now appear along with the amount you entered. If correct, click the "Go to Checkout" link. If it's not correct, Stop! Call your school and explain what is incorrect.
- 6) In the next screen, enter a valid email address and leave "I am a new customer" selected. The email address you enter is where confirmation of your payment will be sent. Then click the "Sign in using our secure server" link.
- 7) Enter your Name, Credit Card billing address and telephone information in the next screen. Also, create a password and then click "Continue". You'll use the password when you return to this site. The site will retain this billing information. The site will NOT retain your credit card number.
- 8) Enter your credit card number, Cardholder Name and Expiration Date. Then click "Verify My Info".
- 9) Click the "Complete Order" link after you verify the information is correct and your done.
- 10) You can check back and see a current balance of your child's account by following steps 1 through 3. Then, just enter the child's last name and ID # and click the "Check Balance" link. The balance and date will be displayed. The balance information will be updated at the end of each school day.



These instructions and answers to any questions will be posted on the District 13 website, [www.rsd13ct.org](http://www.rsd13ct.org). Look under the "Fast Find" menu, hover over "Lunch Menu Sections" and select any of the links that appear, Elementary, Middle or CRHS. Then look for "Pay Online", "Instructions" and "FAQ" links.

Thank you,

Rich Fielding  
IT Director