

How To Add A Student PARENT RESOURCE

# Welcome!

Follow these quick and easy steps on how to "Add a Student" to your LINQ Connect Account via the desktop version or on the mobile app.

# **Desktop Version**

www.linqconnect.com

#### Step 1

Click on the + icon in Linked Accounts

LINQ Connect Dashboard	. ¥ 80 € ±
Daily Menu - Wednesday, May 22	Linked Accounts 🔶 🕀
School Learning Land Elementary	Alicia Alicia Keys
Breakfast Lunch	ADD TO CART
DESSERT Kodiak Chocolate Fudge Brownie Cup	Quick Links
Delicious Tacos	School Store Purchase History
GRAIN	Auto Pay Meal Applications
	Contact us!

### Step 2

Select account type (Student or Staff), then search for your district. Enter the fields required by your district (this will vary by district)

E LING Connect Dashboard	1 F. EI	?	•
Daily Menu - Wednesday, May 22	Add Accounts		×
School Learning Land Elementary Breakfast Lunch	All fields are required.		•
Brownies DESSERT Kodiak Chocolate Fudge Brownie Cup	District *		
Delicious Tacos GRAIN			
Toast	CANCEL	A	DD

Click Add (This option will only appear after you've provided the required information)

### Step 4

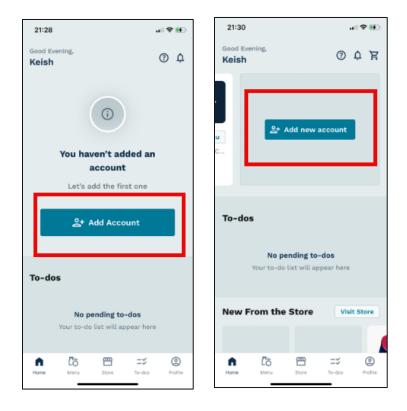
Students added to your account are viewable on the Dashboard as well as in Settings

<b>LINQ Connect</b> Settings	LINQ Connect Settings														
Linked Accounts	Profile Settings														
Alicia Keys <sup>Student ID:</sup>	Noelle Log Out Johnson														
Diana Smith Student ID:	Language: English Time Zone: Eastern Standard Time														
Jimmy Butler Student ID:	Payment Methods Visa ending in 1111														
Jonah Smith <sup>Student ID:</sup>	Electronic Check ending in 6667 Auto Pay Alicia Keys - Add \$20.00 1 C Contact us!														

# **Mobile App Version**

## Step 1

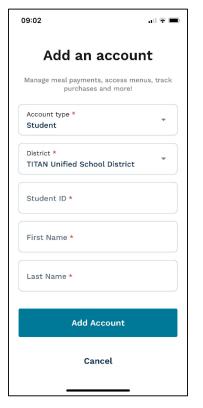
Click Add Account from the Home dashboard. If you already have students on your account, swipe left until you see Add new account



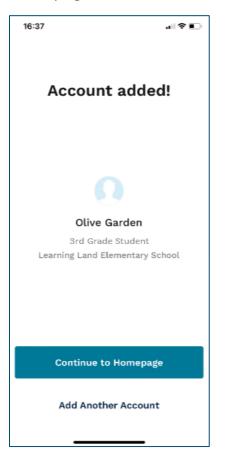
Select Account Type and search for your District. You should begin typing the name of your school district, which will begin to appear after you've typed 4-5 letters. Continue typing until you've narrowed down the list to view your district.

1:28	ı∥ <b>२ ⊮</b> ∋
alal	
laa your fir	st account
Manage meal payments purchases :	
Account type * Student	•
District *	•
Add Ac	count
Skip Fo	or Now

Enter the fields required by your district (this will vary by district)



Your student has been added! You may add additional students or continue to the Homepage



Students added to your account are viewable by scrolling horizontally at the top of the dashboard

21:30	.ı  ♥ ₪									
Good Evening, <b>Keish</b>	道 ţ ţ									
Diana Smith \$289.00	>									
Today's Lunch View Full	Menu									
• Kodiak Chocolate Fudge Brow • Toast	vnie C									
· · ·										
<b>To-dos</b> <b>No pending to-dos</b> Your to-do list will appear here										
New From the Store	Visit Store									
	=¥ ② o-dos Profile									