Locating Cafeteria PIN Numbers for Students

Administrators, teachers and front office secretaries can now locate student's Cafeteria PIN Numbers.

1. Log into Focus Information System and type the student's name in the "Find a Student" **Search** field. **Click** Search. See Figure 1.
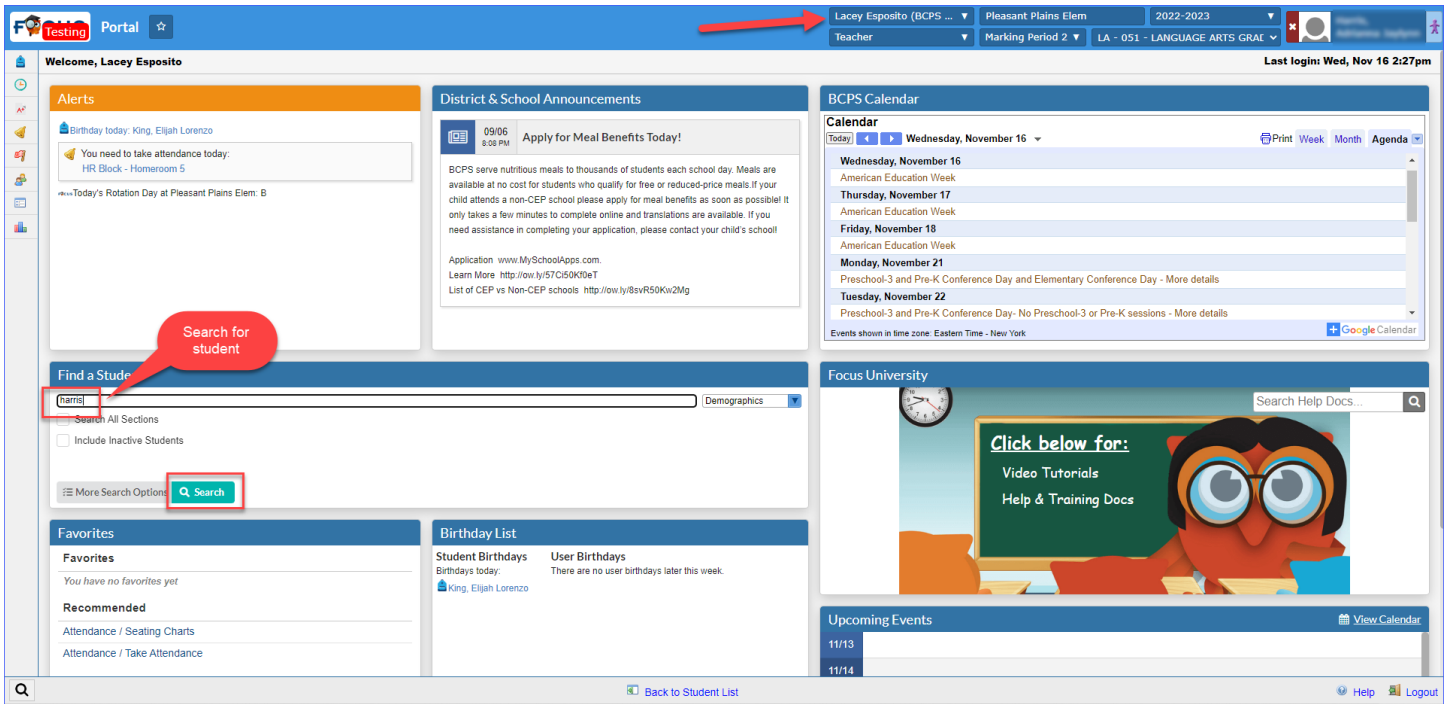

Figure 1

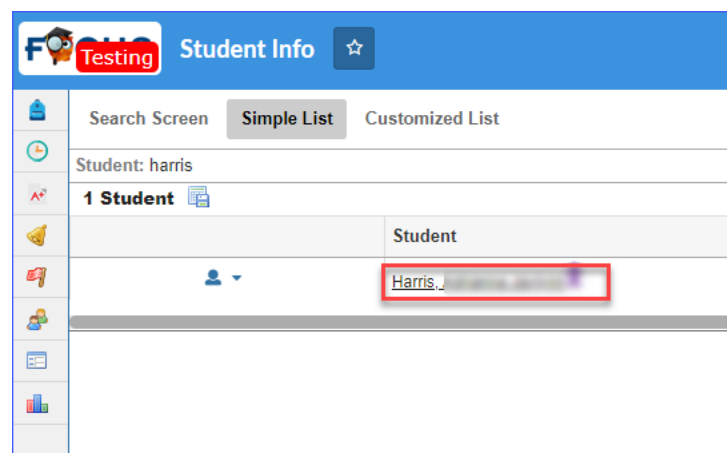2. Selected student results in the search. **Click** on the student's name. See Figure 2.

Figure 2

3. **Click** the General tab and the **Cafeteria PIN** is displayed at the bottom of the screen. See Figure 3.

Figure 3