

# 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.

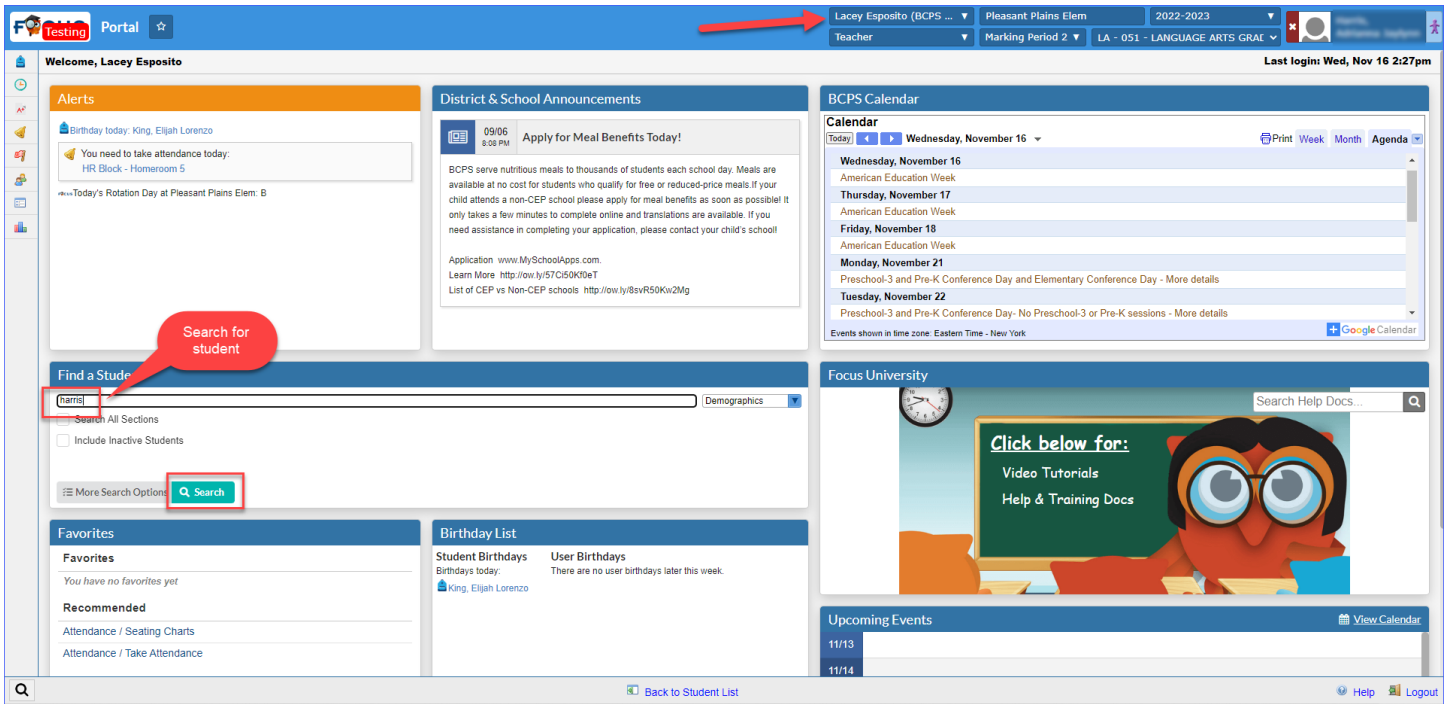


Figure 1

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

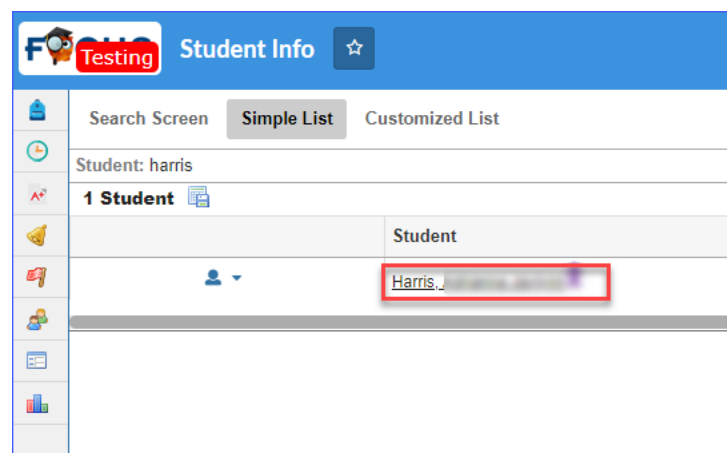


Figure 2

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

The screenshot shows a web-based student information system. The top navigation bar includes the user's name 'Harris,' and the school 'Pleasant Plains Elem'. The left sidebar contains a menu with 'General' highlighted in a red box. The main content area is titled 'General' and contains a form with various fields. A red arrow points to the 'Cafeteria PIN' field at the bottom of the form. Other visible fields include Nickname, Birthdate (11 years 3 months), Ethnicity, Race, Primary Home Language, Student Language, Local Student ID, Home Room Teacher, BCPS Password, and BCPS Password Reset Date.

Field Name	Value
Nickname (Student Preferred Name)	[Redacted]
Generation	[Redacted]
* Birthdate	11 years 3 months
Birth Country	[Redacted]
* Gender Identity	[Redacted]
* Ethnicity: Hispanic or Latino	[Redacted]
Race Code	[Redacted]
* Race: American Indian or Alaska Native	[Redacted]
* Race: Asian	[Redacted]
* Race: Black or African American	[Redacted]
* Race: Native Hawaiian or Other Pacific Islander	[Redacted]
* Race: White	[Redacted]
* Primary Home Language	[Redacted]
* Student Language	[Redacted]
Local Student ID	[Redacted]
Home Room Teacher	[Redacted]
BCPS Password	[Redacted]
BCPS Password Reset Date	[Redacted]
Cafeteria PIN	[Redacted]

Figure 3