

How to Set Purchasing Limits

Login to your Skyward Family Access account:

[Skyward Login](#)

Steps 1, 2 and 3 – Select student, click on *Food Service* link, then click on the *Set Purchase Limit* link.

- If you have multiple students to set purchasing limits for, you will need to repeat these steps for EACH student.

The screenshot shows the Skyward Family Access interface. A blue arrow labeled "Step 1: Select Student Name" points to the student selection dropdown menu. Another blue arrow labeled "Step 2: Click on Food Service" points to the "Food Service" link in the left-hand navigation menu. A third blue arrow labeled "Step 3" points to the "Set Purchase Limit" link in the "Weekly Purchases For:" section. The interface displays the current account balance (\$40.50), today's lunch menu, and a table of weekly purchases for the week of July 14, 2024, showing a total of \$0.00.

Final Step – There are two choices:

1. *Set a Limit* (Enter a dollar amount.); **OR**
2. *Do Not Allow Purchase* (This is intended to shut off all purchases.)

Please Note: These are merely pop-ups that cashiers might see at the time of sale.
If a student takes an open/fresh made product that cannot be taken back to sell to another student, they will still be charged for the item.

!!! Please inform your student(s) if you set any limitations on their account. !!!

Once you make your selection, make sure you click **Save**.

The screenshot shows the "Daily Ala Carte Limit" pop-up dialog box. The dialog has a title bar with a close button (X). The main content area contains the text: "This limit does not include purchases of Breakfast or Lunch meals. A value of 0.00 means that a limit is not set." Below this text, there are two radio buttons: "Set a Limit" (which is selected) and "Do Not Allow Purchase". Underneath the radio buttons, there is a text input field labeled "Daily Ala Carte Limit:" with the value "0.00" entered. At the bottom right of the dialog, there is a "Save" button. A red arrow points to the "Save" button. The background shows the same Skyward Family Access interface as the previous screenshot, with the "Set Purchase Limit" link highlighted.