

Instructions for Madonna Catholic School Milk Program

Step 1: Log on to your Parent Portal and choose Student Fees from the left hand side.

Step 2: Select Milk Form

Step 3: Select Homeroom, Chocolate or White and Add to Cart

The screenshot shows the parent portal interface for Elk Island Catholic Schools. At the top, there is a logo and navigation links for 'CART', 'View Cart', and 'Checkout'. Below the header, there is a 'Summary' bar and a table with columns for 'Grade: 1', 'SCHOOL FEES', 'ADDITIONAL ITEMS', and 'TOTAL DUE'. The 'ADDITIONAL ITEMS' column shows '\$0.00' and the 'TOTAL DUE' column shows '\$0.00'. Below the table, there are tabs for 'School Fees Due Now', 'Future Charges', and 'Paid'. A section titled 'Additional Items' is circled in red, showing a list of items with 'Milk Program Gr 1-4' selected. The 'Total Due' is shown as '\$0.00'.

The screenshot shows the 'Madonna Catholic School Milk Program' form for Quarter 2, covering the period from November 27th, 2017, to December 22nd, 2017. The form includes a header with the school name and a date range. Below the header, there is a section for 'Please select your student's Homeroom' and a section for 'Please select one of the following options:'. Two radio button options are circled in red: 'White Milk - every day \$20.00' and 'Chocolate Milk - every day \$20.00'. At the bottom, there is an 'Add to Cart' button, also circled in red.

Step 4: Checkout

The screenshot shows the checkout process in the parent portal. The 'Additional Items' section is highlighted in yellow, showing 'Gr 1-4 Milk Order Form Q2' and 'Milk Program - Q2, Chocolate Milk' with a price of '\$20.00'. The 'Total Due' is shown as '\$16.88'. The 'Checkout' button is circled in red. The 'Additional Items' section at the bottom shows 'Milk Program Gr 1-4' selected.