

Fill in ALL the blanks and click on the

Terms of Use box

• Click Sign Up

Register	×
First Name	Last Name
Email	
Time Zone	Language
•	•
Password	Confirm Password
Secret Question One	Answer
•	
Secret Question Two	Answer
•	
I agree to the Terms of Use	
Cancel	Sign Up

Close Window

Registration is complete. Check your email and Click on the included link to activate your account.

Close

At this point you will get an email from Titan asking you to verify your email address. Once you verify your email address, log in to Titan.

Ū		\odot	o Claudia Reyes -
	Home	Students	
പ്പ	History	No results found	
Ó	Meal Application	(A) Link Student	A Link Staff

Once you log in, this is what your screen will look like. To the right you will see + Link Staff, click on that.

•	A new window will appear		Link Staff	×
	o Arizona		District State *	•
	 Glendale Elementa Once you of for a Staff I 	ry School District #40 choose those, it will ask ID # (Your account	District *	•
	number) o Enter your Staff ID,	, then click Link	Cane	cel Link

Now your information will appear with your current balance.

IF you're an employee that has children attending our district, you can link your child to your account.

Along with that, you can now add money to your account, add money to your child's account, and even submit and online meal application for your child, on that same page.

×

			Payment Reminder: \$5.00					
•	Click on the + Ad	Add Money to Meal Account		⊕ Change Payment Reminder				
-	Click on the + Add Money to Mear Account			(+) Add Mone	ey to Meal Account	🕀 Link Student	⊕ Link Staff	
•	Choose between o For a On Payment	a one-time payment or a r e-Time payment, click One c on Account.	ecurring Time	payment Add Mon	ey to Meal One Time Pay New Recu	Account ment on Accoun rring Payment	t	
One Time Pa	ayment nentary School District #40							
Account		Current Balance	Deposit Amou	nt			Total After Deposit	
CLAUDIA RE	YES	\$0.00						
							Add to Cart	
•	Enter the Deposi Add to Cart	t Amount (\$20.00 - \$100.00	0)					
Item	1	Quai	ntity		Amount		Total	
Department Pays	nent on Account AUDIA REYES	1			\$20.00		\$20.00	
Billing Addresses	S	⊕ New /	Address		S	ub Total rocessing Fee	\$20.00	
					Т	otal	\$20.00	

• A new screen will appear. You're going to add the billing address and add a new payment method.

New Payment Method

 VISA
 DISCOVER

• After all the information has been entered click Submit.

Payment Methods

	Add Money to Meal Account	\mathbf{x}
If you're doing a New Recurring Payment	One Time Payment on Account	
Click on Add Money to Meal AccountClick on New Recurring Payment	New Recurring Payment	
		Cancel

You will enter the Payment Amount, the frequency, the day, the starting date, your billing address, and the new payment method. Click Save.

Recurring Payment						
Glendale Elementary School District #40	•					
Account		Payment Amount				
CLAUDIA REYES						
Frequency	Day		Starting Date			
Weekly	Monday	•	MM/DD/YYYY			
Billing Addresses					Sub Total	\$0.00
		 New Address 			Processing Fee	\$0.00
					Total	\$0.00
Payment Methods						
		(+) New Payment Method				

If you're an employee in our District, and haven't submitted a meal application for your child, you can now submit one by click on the Meal Application tab to the left of your main screen. After doing so, a new window will appear, click on + **New Meal Application.** The online meal application will appear and follow through the steps. Instructions for that are available upon request.