

Minneapolis Public Schools – Culinary & Wellness Services

Instructions for creating a Titan Family Portal Account for a Staff Member

The account needs to be linked by staff ID

The purpose of creating a Family Portal Account is

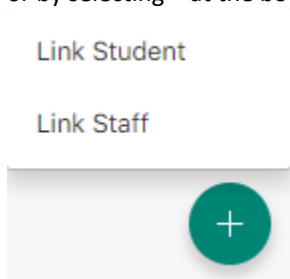
- To submit an online application for educational benefits.
- To add funds to a student or staff meal account.

Other functions of using the Titan Family Portal:

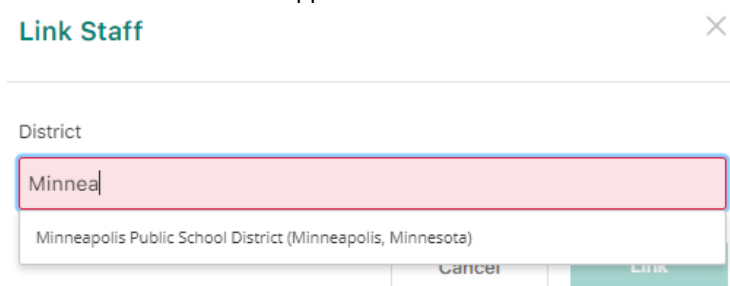
- Remotely monitor student or personal account.
- Set up automatic recurring payments.
- Set up low balance email message alerts.

Instructions for creating and linking a staff member Family Portal account

1. You will need your staff identification number for linking to your account. You may email info.cws@mpls.k12.mn.us if you do not know your student ID number(s).
2. Navigate to family.titank12.com and register by entering your email and creating a password.
3. Once registered you will receive a notification email. Click on the verification link in the email to complete the registration. Your account will not be active until you sign in with the link and enter your email and new password. You may need to check your junk or spam email folders.
4. Sign in using your email and new password. Once signed in, you will need to link the account to yourself or by selecting + at the bottom right of the screen. Then select “Link Staff.”



5. Next you will be prompted to enter the District. Type “Minnea” in the field and our district, Minneapolis Public School District will appear.



6. The next step is to enter your information as prompted: staff Id, first and last name. Then select Link. See the following screen shot.

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Link Staff ✕

District

Minneapolis Public School District (Minneapolis, Minnesota)
✕

Staff Id *

First Name *

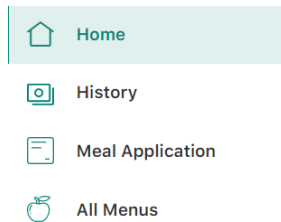
Last Name *

Cancel

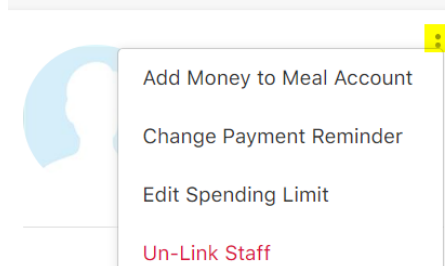
Link

- Once you have linked yourself you will have access to the navigation menu and payment options.

MENU



- To set up a single payment select **ADD ONE TIME ACCOUNT PAYMENT**. These **funds will be available immediately**.
- To set up a recurring payment select **ADD NEW RECURRING PAYMENT**. New Recurring Payment is for automatic payments with a specified dollar amount and frequency to be withdrawn from an account. Recurring payment funds are not available immediately.
- You will need to enter the credit card Shipping Address for the credit card payment to process correctly. There is a one dollar transaction fee, per transaction.
- To cancel recurring payments, under the recurring payments section, click on the three dots to the right of the linked person and change the information and Save or Delete the Payment. You may adjust other account settings by selecting the three dots as well, as highlighted in yellow below.



If you need to reset the password and do not receive an email notification within ten minutes, or have any other questions, or concerns, contact Titan Family Portal support at **(720) 307-1031**