

Minneapolis Public Schools – Culinary & Wellness Services

Instructions for creating a Titan Family Portal account for a student

The account needs to be linked by the Student’s ID

The purpose of creating a Family Portal Account is

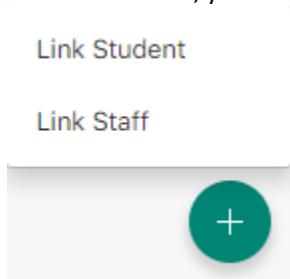
- To submit an online application for educational benefits.
- To add funds to a student or staff meal account.

Other functions of using the Titan Family Portal:

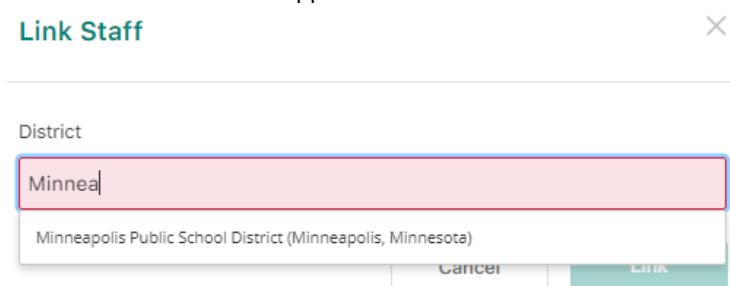
- Remotely monitor student or personal account.
- Set up automatic recurring payments.
- Set up low balance email message alerts.

Instructions for creating and linking a Family Portal account

1. You will need your student(s) identification number(s) for linking to your account.
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 your student by selecting + at the bottom right of the screen. Then select “Link Student.” If you have more than one student, you will need to repeat these steps to link all of them to your Family Portal account.



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 the student information as prompted: student Id, first and last name, and their date of birth. This data needs to match what is listed on file with the district student information system. Then select Link. See the following screen shot.

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Link Student ✕

District

Minneapolis Public School District (Minneapolis, Minnesota)
✕

Student Id *

First Name *

Last Name *

Date of Birth *

MM/DD/YYYY
📅

Cancel

Link

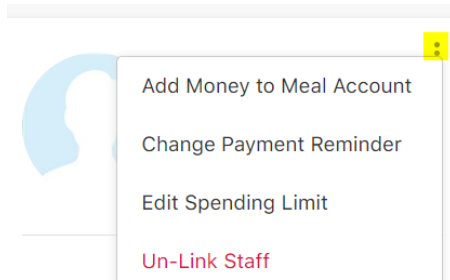
- Once you have linked your student you will have access to the navigation menu (below) and payment options.

MENU

- 🏠 Home
- 📄 History
- 📅 Meal Application
- 🍎 All Menus

- 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 in the following screen shot.

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Balance transfers between students can only be completed by the Culinary and Wellness Services business office. Please contact info.cws@mpls.k12.mn.us with “**Balance Transfer Request**” in the subject line of the email.

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**