

How to apply funds to your Danville 118 Food Service Account

LINQ Connect/Titan same company

1. Login to Skyward Q
2. From your Employee Access tab click the Food Service LINQ tile
3. Register for LINQ (one time)
4. Go to your #118 district email to verify your account
5. Return to LINQ and Sign in
6. From the top right corner choose the (👤) image
7. Click Setting
8. Choose Linked Accounts (to add an account)
9. Choose Staff, tab to District start typing in Danville District 118 (it will self-populate)
10. Enter your employee ID number which can be found on your FOB under the barcode OR in Skyward Q employee profile, employee details
11. Scroll down to Payment Methods
12. Add new payment method
13. Choose credit/debit card OR e-check. NO PROCESSING FEES
14. Follow the instructions on adding the card or check account number
15. Save payment method (you do NOT have to “save for future purchases,” however you must enter and save the payment method to charge the meal)
16. Click Add Meal Funds – the funds will be available immediately
17. The balance will reflect the available funds left after each purchase
18. If you would like to set a threshold amount, ie. \$25, you can do so by:

Choosing Add Auto Pay. This option includes a. When below balance; b. Weekly funds; c. 2X per month or monthly

If you have any questions, please contact Zetta Piggott ext. 1070 or Karen Costigan ext. 1015.
We will be happy to help you get connected!