Dear Parents,

Welcome to the John Milledge Family! We are glad that you have chosen John Milledge Academy for your child’s education. We want to take just a moment to explain to you two features here at JMA, The Trojan Card & InfoDirect. The Trojan Card acts as a student ID as well as a debit card for students to purchase meals in the Trojan Café. InfoDirect is an online system that allows you to keep up with your child’s lunch account, tuition account, view grades, & report cards.

**How do I put money on my child’s Trojan Card:** To put money on your student’s card you can go online to InfoDirect to credit your child’s account or you can send money to your child’s homeroom teacher & the school will credit your child’s account for you. (If you send money to school, please send more than $5.00 at a time.)

**How do I view InfoDirect**: To view InfoDirect go to the school’s website [www.johnmilledge.org](http://www.johnmilledge.org) . Then click on the InfoDirect icon at the bottom of the screen. Log in by using your family user name & password. (Each student also has a user name & password, so be sure that you use your family user name & password.)

**How do I view my child’s lunch account & add money through InfoDirect**: On the left side of the screen will be several options, click on the option “vouchers” which is under the “Family Services” tab. Once you have opened up the voucher page, each student’s name in your family should be listed across the top. You can click on each name to see what has been purchased using their Trojan Card & the amount that is remaining in each child’s account. You can also click at the top where it says “Purchase Voucher Credit”. This is where you can add money to their lunch account using your credit card.

**How do I view my child’s tuition account**: Click on the “account” tab on the left side of the screen under the “Family Services” tab. Here you will be able to see any tuition payments made & any remaining balance.

**How do I view my child’s Report Card using InfoDirect:** Each grading period you will receive a message from Mary Helen Edwards containing your child’s Report Card. On the left side of the screen where you see several options click on the “Message Center” under the “Family Services” tab. Your message from Mrs. Edwards will be here. Open the message to read & click on the “paper clip” attachment icon to view the Report Card.

We hope that you will find using the Trojan Card & InfoDirect to be an easy & convenient way to stay informed about your child’s education. If you have any concerns or questions about using either one, please talk with your child’s homeroom teacher or to Mary Helen Edwards (medwards@johnmilledge.org), our school counselor.