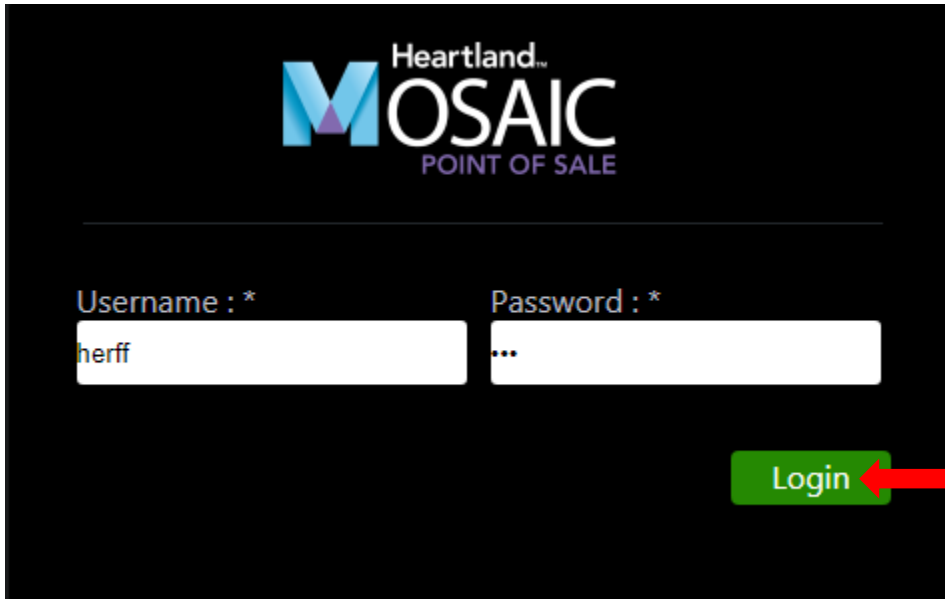
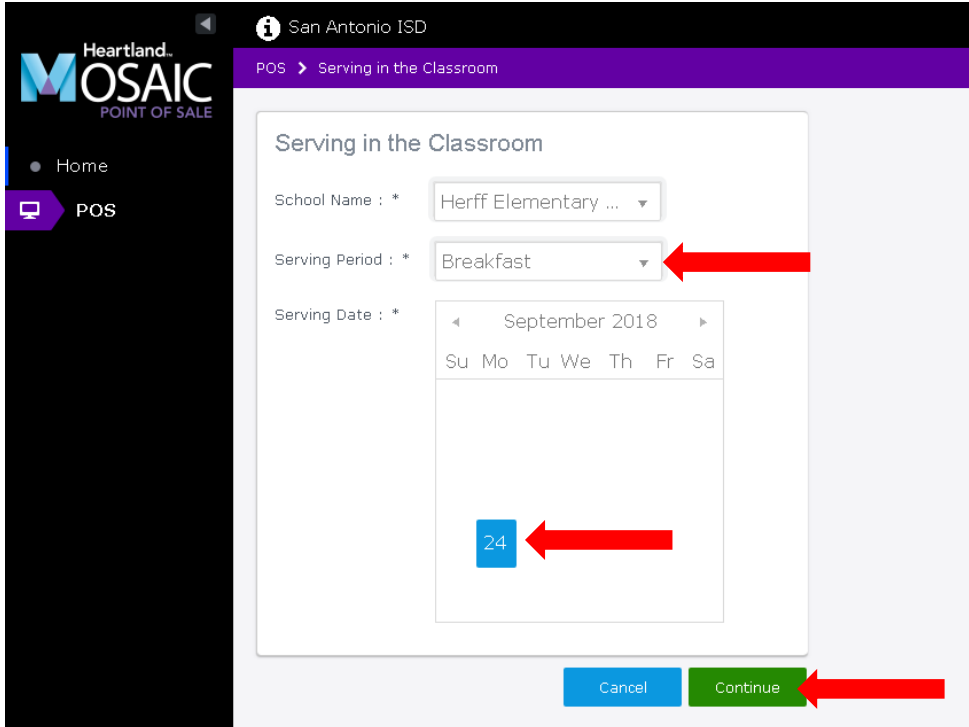


## MOSAIC SERVING IN THE CLASS TEACHER PROCEDURE

Type username (CAMPUS NAME) and password (CAMPUS NUMBER) and click **LOGIN**



Click the dropdown and select the correct Serving Period **Breakfast, Lunch, PM Headstart Snack or Supper**. Make sure the date is the **Current Day**. Then Click **Continue**. (It should automatically be set to the Current Day.)



Make sure and choose the **CORRECT** meal period. **Breakfast, Lunch, PM Headstart Snack or Supper** and click Continue. (The process from this point is exactly the same for each Meal Period.) \* If you make a mistake please notify the cafeteria manager immediately. \*

Heartland...  
**MOSAIC**  
POINT OF SALE

San Antonio ISD

POS > Serving in the Classroom

Serving in the Classroom

School Name : \* Herff Elementary ...

Serving Period : \* Breakfast

Serving Date : \*

Breakfast

Lunch

PM Headstart Snack

Supper

Cancel Continue

Next click the Homeroom drop down and select your teacher **Last Name, First Name**. Verify the students listed are your correct classroom (Homeroom = **Teacher Name**.)

First Name

District ID

Homeroom

Abundis, Griselda

Acevedo, Amy

Acevedo, Mary Margaret

Acosta Ramirez, Naimara

Adams, Greg

Adkins, Annetta

Adolphsen, Meghan

Click on students who took a meal and leave blank students who did not receive a meal. When done click **Finish**. Students who are selected are in **blue** students who are not receiving a meal are in white. **Please do not Finish until all students are present in class and have taken a meal.**

San Antonio ISD  
 POS > Serving in the Classroom > Breakfast in the Classroom Search

Gates Elementary  
 Gates May 25, 2017

Buttons: New Search, Sell All, Clear All, **FINISH** (highlighted with red arrow), Cancel

BRO***** ETH***** L ID: 799622	CHE***** MIC***** J ID: 764226	GAL***** ETE***** L ID: 765487
GUT***** BRY***** E ID: 769638	HUI***** ALL***** C ID: 769911	LOZ***** MIR***** K ID: 808905
MEN***** SAN***** ID: 760055	MON***** VIC***** J ID: 763326	MOR***** GRA***** ID: 788055
OLI***** AMA***** Z ID: 749623	RIV***** ROB***** ID: 781258	SAL***** SUA***** M ID: 760911
VIC***** RIC***** J ID: 769179		

If you click a student with a special diet (highlighted purple) you will see the following alert. Take note of the alert and make sure the students get the correct meal. Click **OK** to continue.

Warning

Student has Medical Alerts!

Special Diet

Buttons: New Search, Sell All, Clear All, **FINISH**, Cancel

J.T. Brackenridge Elementary  
 Al.Ramirez Sep 20, 2017

ALONZO, DANA ID: 1649	BARRERA, DANIELLA C ID: 1552	BARRERA, MIRANDA C ID: 1569
DE LOS SANTOS, XAVIER T ID: 1213	GARZA, AMBER R ID: 1513	GONZALES, PANDORA L ID: 1458
GRIFFIN, CARLIYAH J ID: 1242	IBARRA, FRANCISCO J ID: 1200	MORALES, ZACHARIAH C ID: 1211
OLVEDA, DYNASTY N ID: 1078	REVUELTA, BENJAMIN ID: 1117	ROCHA, JOCELYN N ID: 1100
SAMUDIO, NICHOLAS B ID: 1296	TORRES, SANTOS A ID: 8892	VILLELA, ANDREW T ID: 1151

Buttons: **OK** (highlighted with red arrow), Cancel

After clicking **FINISH** you will see how many meals were sold. Click **OK**. You can now click **Logout** in the upper right corner you are done for the day.

The screenshot shows the Heartland Mosaic POS interface for San Antonio ISD. The main window displays the 'Adams Elementary' sales screen for May 25, 2017. A 'Sales Results' dialog box is open, showing the following data:

Sales Results	
Meals Sold:	11
Meals Not Sold (Low Funds):	0
Meals Not Sold (Medical Alert):	0
Meals Not Sold (Other):	5
Prior Meal Purchases:	0

Red arrows in the image point to the 'Logout' button in the top right corner, the '11' value for 'Meals Sold', the '5' value for 'Meals Not Sold (Other)', and the 'Ok' button at the bottom of the dialog box.

To get to the **Mosaic Login** goto [www.saisd.net](http://www.saisd.net) , Next Click on **Departments** then **Child Nutrition Services**.



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
**History in the Making**



search...

Cor

Home Schools Departments About SAISD Board Administration Careers Quick Links

## Child Nutrition Services



2 Haven for Hope Way  
San Antonio, Texas 78207  
210-554-2290 (phone)  
210-228-1178 (fax)  
Email

The Child Nutrition Services Department enhances the learning and health of children by nourishing their bodies and minds through healthy, nutritious meals. The department provides meals to 90 District sites, serving more than 91,000 student meals each day.

[Summer 2018 Feeding Sites](#)  
[Summer Meals Locator](#)

### Child Nutrition Services

- Staff
- Menus
- Meal Applications
- Campus Resources
- Special Diets
- Fresh Fruit & Vegetable Program
- mySchoolBucks
- Programs
- Campus Food Pantry Program
- Mosaic Login
- Mosaic BIC Video
- Employee Login

- **For support please call Child Nutrition Technology at 210-554-2292**
- **Or SAISD Helpdesk for Issues getting to website 210-244-2929**
- **To get to the Mosaic login and training video please the links on the right column.**