

# **Meal Plan Changes!**

It's that time of the year. Check to make sure your Meal Plan is  
**CORRECT.**

To do this we ask that Students and or their Families go to TopNet.

- Either through myWKU or [WKU Topnet](#)
- In TopNet the top left corner, you will see a tab called **“Student Services”**
- Once you have clicked this tab you will see an option called **“Student Records”**
- Then click the top option **“Account Summary by Term”**
- Select the desired term you wish to view.
  - This should allow you to see a break down of your Billing Statement for the semester. **If the meal plan shown is NOT the one you want, then do these next steps!**

Step 1: Go back to the **“Student Services”** tab.

Step 2: Look for the option called **“Meal Plan Add or Update”**

Step 3: Select the desired term you wish to view.

Step 4: It will give a disclaimer about Meal Plans click the **“I Agree”** button at the bottom

Step 5: There will be a Meal Plan box. This box should drop down, please select the desired Meal Plan.

- For those who wish to change to the Flex 350 this option is not listed and will require you to reach out to the ID Center directly to happen.
- If you want additional Meal Plan Dollars select the desired option underneath the Meal Plan drop down box.

Step 6: When changes/adds have been made at the bottom of the screen click the **“Add Meal Plan and/or Meal Plan Dollars”** button.

Step 7: **On this screen page ignore everything but the statement “You have successfully chosen your meal plan: (insert meal plan)”**

- If the above statement does not list the meal plan you wanted it was not changed correctly.

Step 8: At the bottom of screen click **“Continue”**

Step 9: At maximum it will take a FULL 24 hours for this change to be processed, if for some reason after 24 hours the “Account Summary by Term” does not reflect your Meal Plan change please reach out to the ID Center! **idcenter@lists.wku.edu**