MySchoolAccount.com Getting Started Guide



Click on Create Account.

CREATE PARENT ACCOUNT (STEP 1)		
* Parent First Name -	Please enter the required personal information to create your parent account. Only one parent account is necessary for all your students.	
Middle Initial	The information contained within this form is treated	
* Parent Last Name	as strictly confidential and used for the operation of the web services only. Your local school district will have access to this information for student administration.	
* Address	We never release your email address or any other personal information to anyone for any reason.	
* City	Be sure to enter the 2 digit abbreviation of the state where your children attend school.	
* State	For children attending school in Seoul, South Korea,	
* Zip	enter KO as the 2 digit abbreviation for the state. For children attending school in Barranquilla, Columbia,	
Phone	enter CL as the 2 digit abbreviation for the state.	
* Email Address	For children attending school in Guam, enter GU as the 2 digit abbreviation for the state.	
* Confirm Email	Press Next to continue.	
* Your children attend school in what	* Indicates required information.	
CANCEL		

Fill out your information and click on Next.

my school accoun	
Enter Personal Information > Enter Account Lo	gin Information
CREATE PARENT ACCOUNT (STEP 2)
* User ID * Password * Verify Password	Create a UserID and Password to access your parent account. The UserID and Password you choose can be any mix of numbers or letters, and must be at least (8) characters in length. The Password cannot be the same value as the UserID. If you choose a UserID that has already being used, you will be asked to choose a different one. Press Next to continue.
BACK	* Indicates required information.

Create your Parent account by entering a User ID and Password.

myschoolaccount	Create an Account About Us FAQ Login
Enter Personal Information > Enter Account Login Information	n > Choose School District
CREATE PARENT ACCOUNT (STEP 3)	
* School District Select a School District Archbishop Riordan High School Bellarmine College Preparatory Bishop ODowd School Bistro J Capistrano Valley Christian School Cater Tots Too, Inc. Freshlunches Green Apple Gourmet Head Royce School District JSerra Catholic High School Mercy High School Ridgecrest Charter School Saint Margarets Episcopal School Saint Margarets International Charter	 Select the school district where your children attend school. If your school district is not found in the drop-down box, they may not subscribe to the myschoolaccount.com web services. Be sure you selected the correct state where your children attend school on the preceeding screen. You should check with the food service department at your local school for more information about myschoolaccount.com. Press Next to continue. * Indicates required information

Use the drop down menu to school the School that your child is enrolled in.



You will get a confirmation screen that your Parent Account has been created.



To add your student to your Parent Account, click on Manage Students

myschoolaccount	Signed in as -Michael Lin MANAGE MY ACCOUNT LOGOUT
Dashboard Manage Students Deposit Funds Preorder	Easy Pay Tuition
MY STUDENTS	Transfer Funds
There are currently no students assigned to your parent account.	From
Click on "Add Students" below to add students to your parent accor	unt.
ADD STUDENT	То
	Amount \$ TRANSFER FUNDS
	MÖBILEMSA

Click on **ADD STUDENT**.

myschoolad	count	Signed in as -Michael Lin	MANAGE MY ACCOUNT LOGOUT	
Dashboard Manage Stur	Decord Conte Decorder - Even Decord		×	
MY STUDENTS	Add Student To Your Account			
There are currently no studi			•	
Click on "Add Students" bel	Student ID			
ADD STUDENT				
	ADD	CLOSE		
			TRANSFER FUNDS	
			LE MSA	

Type in your student's ID number and click on **ADD**. This number is supplied by the school.

Now you have added your student to MySchoolAccount and can start adding funds.