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	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 KU as the 2 digit abbreviation for the state.	
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.

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Enter Personal Information > Enter Account L	.ogin 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	1 > Choose School District
CREATE PARENT ACCOUNT (STEP 3)	
 School District Select a 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 Gournet Head Royce School District JSerra Catholic High School Mercy High School Saint Margarets Episcopal School Saint Martin of Tours School Saint Martin of Tours School Saint Martin of Tours School 	 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	Signer	d in as -Michael Lin MANAGE MY ACCOUNT	LOGOUT
Dashboard Manage Students Deposit Funds P	eorder Easy Pay Tuition		
MY STUDENTS		Transfer Funds	
There are currently no students assigned to your parent a	ccount.	From	•
Click on "Add Students" below to add students to your p	rent account.		
ADD STUDENT		То	•
		Amount \$ TRANSFE	R FUNDS
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Click on **ADD STUDENT**.

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MY STUDENTS	Add Student To Your Account			
There are currently no stude				
Click on "Add Students" bei	Student ID			
ADD STUDENT			· · · · · · · · · · · · · · · · · · ·	
	ADD	CLOSE		
			TRANSFERTUNDS	
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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.