myschoolaccount
.com

PARENT **USER GUIDE**

ABOUT myschoolaccount.com

myschoolaccount.com is a service provided to parents that will allow the following:

• Parents to setup an account with a user name and password

• Parents to deposit money directly into their student's account

• Parents to associate & view multiple students under one account

• Parents to view multiple students at once

• Parents to see the last 30 day account history (payments and purchases) and the balance on the account

• Parents to set a low balance notification

INTRODUCTION

In this user guide you will cover the following:

CREATING AN ACCOUNT

• Go to myschoolaccount.com

• Click on the **Create Account** link located on the top right portion of the home page

• Fill in the required fields

• When registration is complete, an email with a **verification code** will be sent to the email address you used to register

• After you have received your verification code, return to myschoolaccount.com and log in using your **User ID** and **Password**

• You will then be directed to a page prompting you to enter your **verification code** (from the verification email you received)

• After you type in your verification code, you will be directed to the myschoolaccount.com **dashboard** (see figure 4.1)

Figure 4.1

ADDING A STUDENT
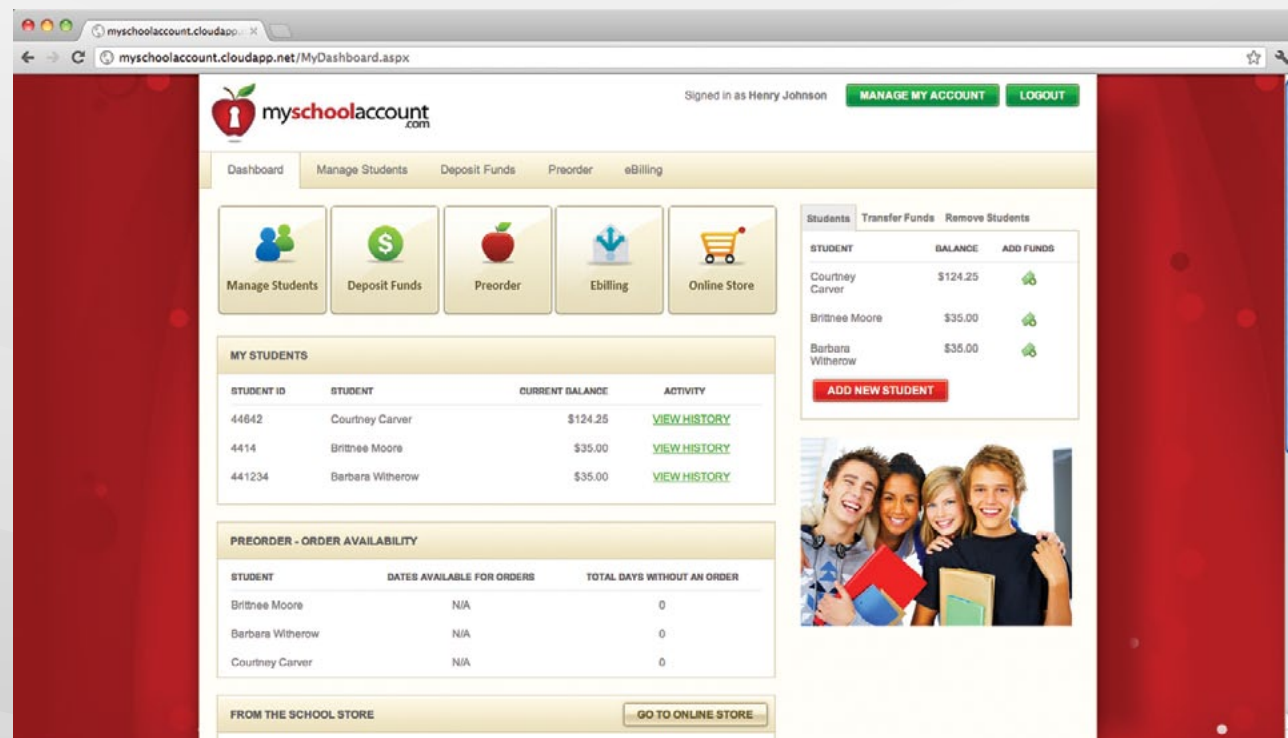
• Log onto myschoolaccount.com

• From the **Dashboard**, click on the **Manage Students** icon located under the myschoolaccount.com logo

• Follow the prompts on the next page. You will then need your student's assigned Student ID#* and date of birth

* If your student does not know their ID# contact the main office at your school.

REMOVING A STUDENT

If you accidently attached the wrong student to your parent account or decide you no longer want the student to be enrolled under the particular parent, you have the option of removing the student from the account.

• Log onto myschoolaccount.com

• From the **Dashboard**, click on the **Manage Students** icon located under the myschoolaccount.com logo

• Select the student you wish to remove by checking the box in front of their name (see figure 5.1)

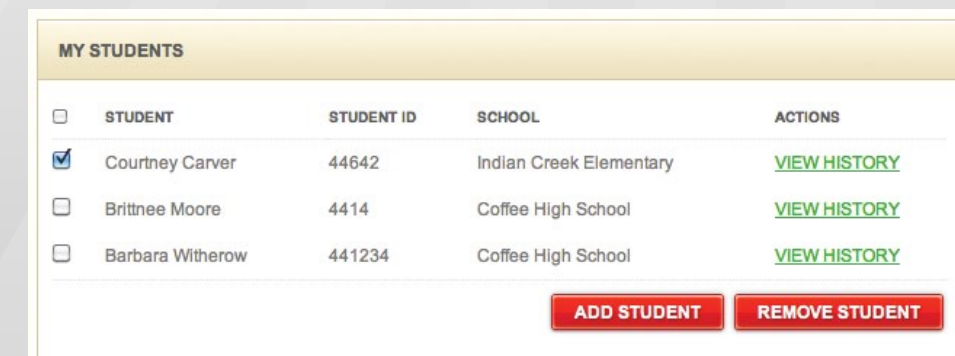• Click **Remove Student** button, You will then be prompted to confirm your action

Figure 5.1

DEPOSITING MONEY IN STUDENT LUNCH ACCOUNT

• Log onto myschoolaccount.com

• From the **Dashboard**, click on the **Deposit Funds** icon located under the myschoolaccount.com logo

• Find the **My Students** box (see figure 6.1)

• Fill in the amount to deposit in the **Deposit Amount** field

• Select you payment method and click **Make Deposit**

• You will be asked to fill in your billing information as well as your payment information

• Click **Proceed** when done

• Enter your banking/credit card information, click **Proceed** when finished

• You'll then be asked to verify your transaction

• If all info is correct click **Pay Now**, if you need to make changes click **Modify**

MY STUDENTS

STUDENT	CURRENT BALANCE	DEPOSIT AMOUNT	ACTIONS
Courtney Carver	$124.25	.00	VIEW HISTORY
Brittnee Moore	$35.00	.00	VIEW HISTORY
Barbara Witherow	$35.00	.00	VIEW HISTORY
		$0.00	

Figure 6.1

VIEW DEPOSIT HISTORY

• Log onto myschoolaccount.com

• From the **Dashboard**, click on the **Deposit Funds** icon located under the myschoolaccount.com logo

• Find the **Online Payment History** box at bottom of the page (see figure 7.1)

ONLINE PAYMENT HISTORY

ID	POST DATE	PAYMENT TOTAL	PAYMENT TYPE	DETAILS
1056962	6/22/2012 2:49 PM	$15.00	TRANSFER FUNDS	DETAILS
1056961	6/21/2012 6:07 PM	$102.00	ACH CHECKING	DETAILS
1056960	6/21/2012 11:46 AM	$1.00	TRANSFER FUNDS	DETAILS
1056959	5/25/2012 4:57 PM	$10.00	TRANSFER FUNDS	DETAILS
1056958	5/18/2012 5:30 PM	$20.00	TRANSFER FUNDS	DETAILS

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Figure 7.1

TRANSFERRING FUNDS BETWEEN STUDENTS

• Log onto myschoolaccount.com

• From the **Dashboard**, click on the **Deposit Funds** icon located under the myschoolaccount.com logo

• Find the **Transfer Funds** box to the right of the page (see figure 8.1 on next page)

• Select the appropriate students according to whose account you want to have the money transferred between from the **drop-down box** (see figure 8.2)

• Type the amount of money you want to have transferred

• Click **Transfer Funds**, a confirmation will be displayed

Figure 8.1

Figure 8.2

VIEW LUNCH ACTIVITY

• Log onto myschoolaccount.com

• From the **Dashboard**, find the **My Students** area (see figure 9.1)

• Click View History for the student you wish to see and a popup window will appear (see figure 9.2)

Figure 9.1

Figure 9.2

SETTING BALANCE NOTIFICATION ALERTS

Setting up notification preferences allows parents to be notified via email, when their student's lunch account balance drops below a preset minimum.

• Log onto myschoolaccount.com

• From the **Dashboard**, click on the **Manage My Account** green button on the top right of the page

• On the **Manage My Students** page, find the **Notification** box at the bottom of the page (see figure 10.1)

• Select which students you would like to receive notifications for by checking the enable box

• Check the box marked **Send Low Balance Notification**

• Fill in the email address you want to have the alerts sent to

• Click **Save Changes**

Figure 10.1

HOW TO CHANGE REGISTERED EMAIL ADDRESS

• Log onto myschoolaccount.com

• From the **Dashboard**, click on the **Manage My Account** green button on the top right of the page

• Find the **Login Information** box at the top potion of the page (see figure 11.1)

• Enter your **Current Email**

• Enter your new desired email in the **New Email** and **Confirm Email** boxes

• Click **Save Changes** button to complete the process

Figure 11.1

HOW TO CHANGE REGISTERED PASSWORD

• Log onto myschoolaccount.com

• From the **Dashboard**, click on the **Manage My Account** green button on the top right of the page

MANAGE MY ACCOUNT

• Find the **Login Information** box at the top potion of the page (see figure 12.1)

• Enter your **Current Password**

• Enter your new desired password the **New Password** and **Confirm Password** boxes

• Click **Save Changes** button to complete the process

LOGIN INFORMATION

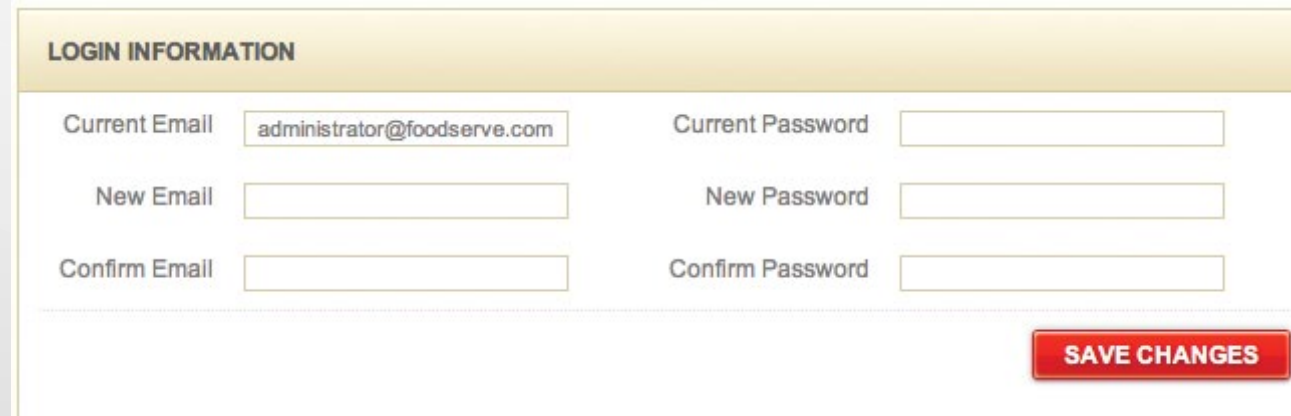|			
Current Email	administrator@foodserve.com	Current Password	
New Email		New Password	
Confirm Email		Confirm Password	

SAVE CHANGES

Figure 12.1

HOW TO CHANGE PERSONAL INFORMATION

• Log onto myschoolaccount.com

• From the **Dashboard**, click on the **Manage My Account** green button on the top right of the page

MANAGE MY ACCOUNT

• Find the **My Information** box at the top potion of the page (see figure 13.1)

• Enter your **Current Password**

• Make any desired changes to your personal information

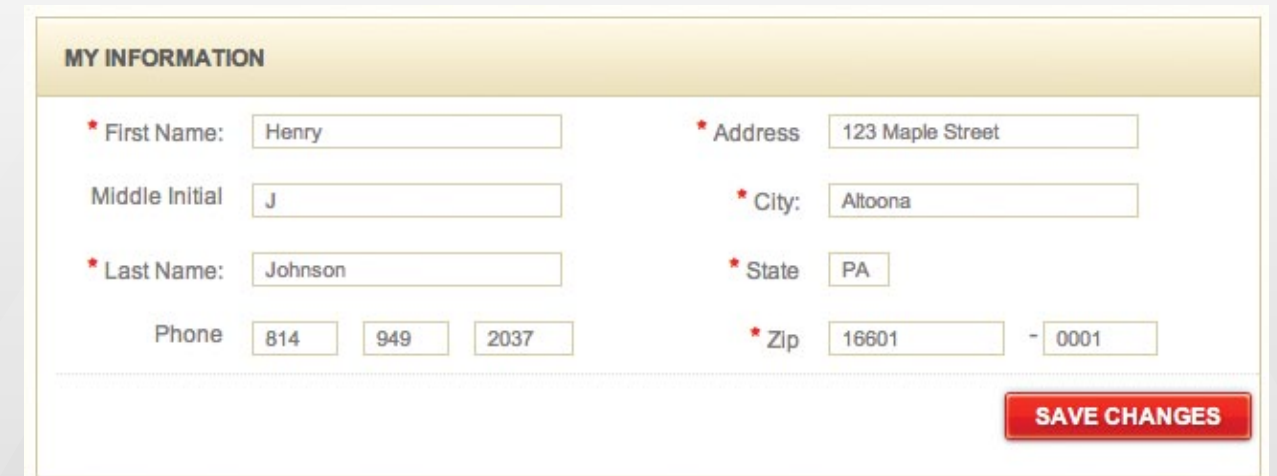• Click **Save Changes** button to complete the process

MY INFORMATION

* First Name:	Henry	* Address	123 Maple Street
Middle Initial	J	* City:	Altoona
* Last Name:	Johnson	* State	PA
Phone	814 949 2037	* Zip	16601 – 0001

SAVE CHANGES

Figure 12.1