



## St. Stephen St. Edward School has exciting cafeteria news...

Payments for lunch are now being accepted **ONLINE**  
through MySchoolAccount.com!

To take advantage of this convenience, you must first set up an online parent account with MySchoolAccount. From that account you will be able to check balances, see all cafeteria purchases (even those made with cash), and **MAKE PAYMENTS** to your student's account!

To create a parent account:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com).
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page".
4. Choose St. Stephen St. Edward School from the "School District" drop down menu.
5. Create a User ID and Password.
6. Click the "Accept" box, and then click "Signup". An email will be sent immediately to your email address that will contain a "verification code".

After you receive the "verification code", you may begin to add your children's information. To do this, you will need to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID number to add each student (This information was on a note card sent home the first week. Contact Casey Yazdani if you need this information). You may add more than one student to your account.
4. After the students are added, you will be able to view the lunch account activity, see current balances, and set up low balance email notifications.

To add funds to your student's account, you can click the green "Deposit Funds" button on the "Dashboard" page. Money can be added from a checking or savings account (credit and debit cards will not be accepted). Money paid online will be updated to the student account within 24 hours. Payments can be split between siblings, and also may be transferred between siblings at any time. *Please note: MySchool Account.com charges a \$2.00 service fee for each deposit transaction. Payments split between students will only be charged for one transaction.*

The parent account is free and helpful for monitoring cafeteria purchases as well as lunch account balances. If you have any questions about this new service, please contact Casey Yazdani at [sssecafe@gmail.com](mailto:sssecafe@gmail.com).