

1. Create an account

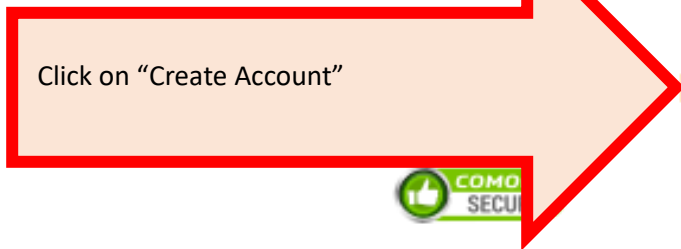


test@seoulforeign.org

.....

Remember Me

Login



Create Account



## 2. Put in information

Create an Account | About Us | FAQ | Login

Enter Personal Information

### CREATE PARENT ACCOUNT (STEP 1)

**\* Parent First Name**

Middle Initial

**\* Parent Last Name**

**\* Address**

**\* City**

**\* State**

**\* Zip**  -

Phone  -  -

**\* Email Address**

**\* Confirm Email**

**\* Your children attend school in what state?**

Please enter the required personal information to create your parent account. Only one parent account is necessary for all your students.

The information contained within this form is treated 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.

We never release your email address or any other personal information to anyone for any reason.

Be sure to enter the 2 digit abbreviation of the state where your children attend school.

For children attending school in Victoria, British Columbia, enter BC as the 2 digit abbreviation for the state.

For children attending school in Seoul, South Korea, enter KO as the 2 digit abbreviation for the state.

For children attending school in Barranquilla, Columbia, enter CL as the 2 digit abbreviation for the state.

For children attending school in Guam, enter GU as the 2 digit abbreviation for the state.


For children attending school in Singapore, enter SG as the 2 digit abbreviation for the state.

\* Indicates required information.

Make sure to type in email to get alerts on low balance

Type in "KO"

### 3. Type in User ID and Password

Create an Account | About Us | FAQ | Login

Enter Personal Information > Enter Account Login 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.

\* Indicates required information.

### 4. Select School by clicking the button ▼

Create an Account | About Us | FAQ | Login

Enter Personal Information > Enter Account Login Information > Choose School District

#### CREATE PARENT ACCOUNT (STEP 3)

\* School District

I accept the terms of the [User Agreement](#).


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..

5. Check that all information is correct.

Create an Account | About Us | FAQ | Login

Enter Personal Information > Enter Account Login Information > Choose School District > Verify MSA Account Information

### CREATE PARENT ACCOUNT (STEP 4)

User Name	Test	<a href="#">edit</a>
Parent Name		<a href="#">edit</a>
Parent Address		<a href="#">edit</a>
Parent Phone		<a href="#">edit</a>
Email Address		<a href="#">edit</a>
School District	Seoul Foreign School Seoul, KO	<a href="#">edit</a>

Please verify the information you have entered to create your parent account and edit any section that is not correct.


An email will be sent to your email address immediately after you press "Finish". This email will contain a verification code. You will need this code the first time you login to verify that your email address is correct.

If you are using any type of email SPAM blocking software, be sure to allow emails from "myschoolaccount.com".

Press Finish to complete the process.

[BACK](#) [FINISH](#)

6. Check Email for Verification Code

Create an Account | About Us | FAQ | Login

### CONGRATULATIONS!

*Your parent account has been successfully created.*

*You should receive an email with your verification code shortly. This verification code will be needed the first time you login to verify your email address. After you receive the email, you have 10 days to login with your UserID and Password and enter the verification code. All non-verified parent accounts are automatically removed from the system after 10 days. If you do not receive the verification email in your inbox, check your "junk email" folder in case your email provider tagged it as SPAM.*

*Once your account is verified, you may start adding your students. You should have a Student ID for each student to be added. If you do not have their ID number, you should contact the food service department at your local school district and request this information.*

**\*\*\* IMPORTANT \*\*\***

*If you are using any type of email SPAM blocking, be sure to allow email from "myschoolaccount.com". You will NOT be able to login if you do not receive the verification code.*

[CONTINUE](#)

## 7. Input verification code

Signed in as Test 1 (Jany) Test 1

MANAGE MY ACCOUNT LOGOUT

(0) ITEMS

Dashboard Manage Students Deposit Funds Preorder Support

### VERIFY YOUR PARENT ACCOUNT

An email was sent to: [redacted] containing the verification code for [redacted] please enter the code to verify that you are able to receive email from us and activate your account.

If you are using any type of SPAM blocking software to filter your email, be sure to allow email from **myschoolaccount.com**. If your email address is incorrect, you may click on [Change Email Address](#) and correct your information.

VERIFY

Click [here](#) to resend the Verification code to:

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8. On-line Transfer fund via “my school account” is not available. You can wire transfer (on-line or at the bank) or pay via credit card or cash in person at the cafeteria. Wire transfer details:

Bank Name: Hana Bank

Bank account: 204-91000-909304

Recipient: J&J Catering (제이제이케터링)

Email: leete88@naver.com

Phone: 02-330-3145

**Wire transfer via on-line banking: Please add your child’s student ID**

**Wire tranfer at the bank: Send the wire-transfer receipt via email with child's name and student ID to [leete88@naver.com](mailto:leete88@naver.com)**

**Please allow two days for wire transfers to be processed and updated online by J & J Catering.**

Signed in as Test 1 (Jany) Test 1

MANAGE MY ACCOUNT LOGOUT

(0) ITEMS

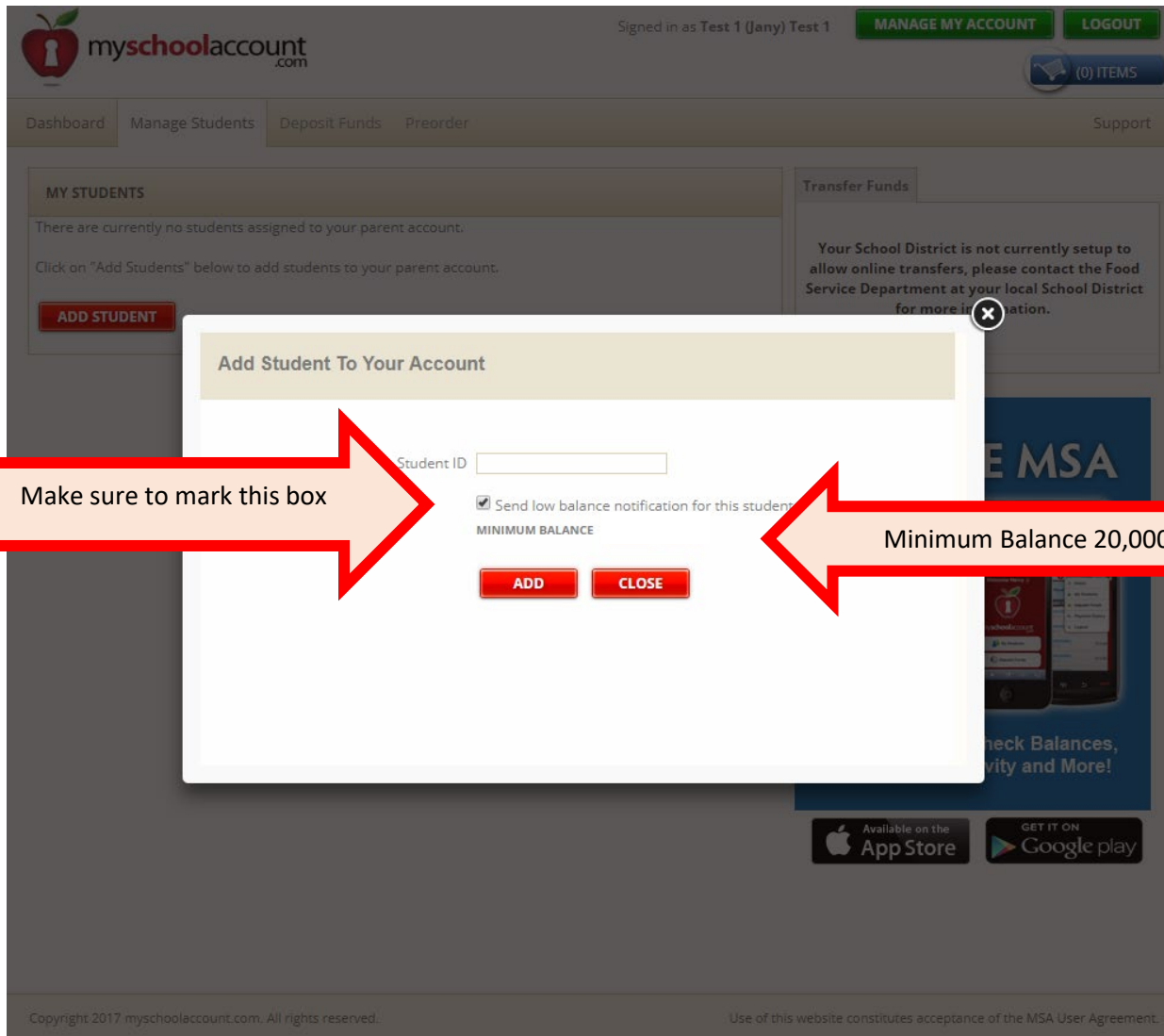
Dashboard Manage Students Deposit Funds Preorder Support

Manage Students Deposit Funds Preorder Online Store

MOBILE MSA

**IMPORTANT:** parent can have many students assigned to their account, but a student can only be assigned to ONE parent at a time. If you created an account in the past and assigned students, those students must be removed from that account before they can be assigned to a new parent account.

9. Type in your child's ID.



Check Manage My Account (Green button on the top right hand corner) for additional convenient settings. If you have any questions regarding lunch money, please contact the cafeteria at 82-2-330-3145. Once you have completed setting up your account and connected your child's Student ID, you can check your child's lunch account balance, get alerts when it is low balance on your mobile phone by downloading the app. See link below.

Note, you cannot set up or connect to your child's account or deposit funds via the app.

Google Play:

<https://play.google.com/store/apps/details?id=net.azurewebsites.mobilemsa>

Apple Store:

<https://itunes.apple.com/us/app/mobile-msa/id591864562?ls=1&mt=8>