

# How to Create a Staff Account

Steps	Descriptions	Images
1	Locate the “ <b>Need to create an account</b> ” section on the Sign In screen. <ol style="list-style-type: none"> <li>1. Select your <b>State</b></li> <li>2. Enter the name of your <b>School District</b> <i>Note: The name should populate as you enter characters into the field</i></li> <li>3. Click <b>Go to My District</b></li> </ol>	
2	Click <b>Create a new account</b>	
3	Select <b>I’m an Employee of this District</b>	
4	Enter <b>your school name</b>  <i>Note: The name should populate as you enter characters into the field</i>  Click <b>Next</b> to continue	

<p>5</p>	<p>You can link your existing Google account as user details. Click <b>Continue with Google</b> to link your account for authentication and accept the terms and conditions.</p> <p>Or</p> <p>Enter your <b>First Name, Last Name, Email and Phone Number</b></p> <p>Click <b>Next</b> to continue to Step 6</p>	
<p>6</p>	<ol style="list-style-type: none"> <li>1. Enter an available <b>Username</b> (The system will indicate if the selected username is available)</li> <li>2. Enter a <b>Password</b> (Password should contain 1 Upper Case, 1 Lower Case, 1 number and 1 Special Character)</li> <li>3. Select a <b>Security Question and Answer</b></li> <li>4. Select Preferred <b>Language</b></li> <li>5. Click the <b>Checkbox</b> to accept the Terms and Conditions</li> <li>6. Click <b>Create My Account</b> to continue</li> </ol>	
<p>7</p>	<p>Enter your Cafeteria School ID account number</p> <p>Select your School</p> <p>Enter your Last Name</p> <p>Click <b>Find My Cafeteria Account</b> to link your SchoolCafé account with your Cafeteria ID account</p>	