REGISTRATION

1. Select Create a new account

2. Select I'm a Parent and select Next

3. Enter your name and contact information, and then select Next

4. Create a username and password you will easily remember, and confirm the password

5. Set up a security question and answer (in case you do forget your login credentials) and select Next

6. Read and accept the Terms & Conditions, and then select Create My Account

ADD STUDENT(S)

1. At the top of your Dashboard, select Add a Student

2. Enter your student’s information as requested

3. Select Search & Verify student

4. Verify the student found is accurate and select Add this Student

SET UP LOW BALANCE ALERTS

1. From your Dashboard, locate an individual student and select the blue text next to ‘Low Balance Alert’ (the text will say either ‘Not Set’ or ‘Set for …’) Low Balance Alert Not Set

2. In the first field, enter a balance threshold. This tells SchoolCafé how low the student’s balance must be before a low balance alert is sent to you.

3. In the next field, enter how often you would like to receive a reminder that the student’s balance is below the threshold. This is helpful in case you miss an email or alert.

4. Select Save