



For Parents: Create an Account and Add Students

Create Your Account

Step 1—Get started

- Go to www.schoolcafe.com
- Under **Need to create an account or contact us?** select **CO—Colorado**
- Enter “Jeffco Public Schools”
- Click **Go to My District**
- On the next screen, select **Create a new account**

Step 2—Confirm your district

- Select **CO—Colorado** and enter “Jeffco Public Schools” and click **Next**

Step 3—Enter your information

- Enter parent/guardian name and parent/guardian contact information and click **Next**

Step 4—Setup your login

- Create a username and password
- Select a **Security Question** and enter a **Security Answer** and click **Next**

Step 5—Accept Terms & Conditions

- Check **I accept the Terms & Conditions** and click **Create My Account**
- Click **I'm not a robot** and follow the reCAPTCHA prompts

Step 6—Verify your account

- You will receive **two emails** from SchoolCafé:
 - * One with your login
 - * One with a verification code
- **This is how you will receive alerts and emails**

Add Your Students

Step 1—Add your students

- From your new account, Click **Add a Student**
- Click **Add a Student**

Step 2—Enter student information

- Enter your **Student's ID*** and select your student's **School**
- Click **Search & Verify Student**
- Click **Add this Student**

*If you do not know your student's ID, it can be found in JeffcoConnect. Please log in to JeffcoConnect to obtain student ID numbers. If you have login issues with JeffcoConnect, please contact your child's school.