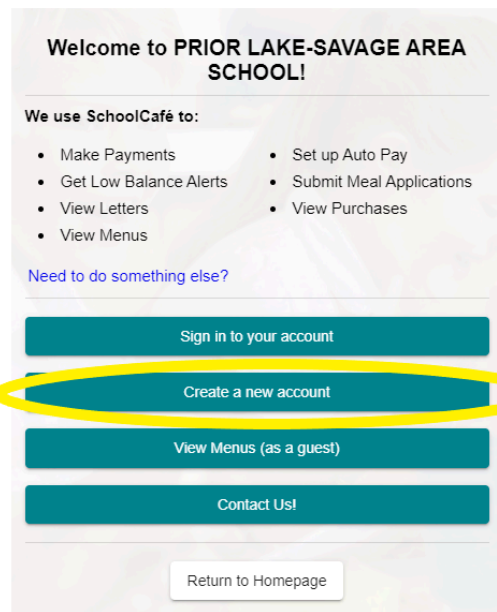


HOW TO CREATE A SCHOOLCAFÉ ACCOUNT ON A DESKTOP/LAPTOP OR MOBILE DEVICE

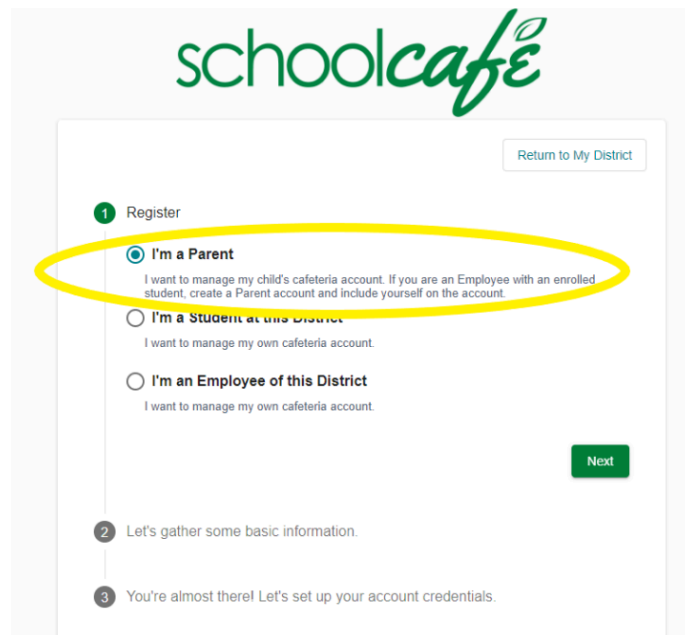
Creating your account for SchoolCafé on a Desktop or Laptop:

Go to the district webpage: www.plsas.org; click the **Families** link on the top of the page. Click on the **SchoolCafé** link.

1. Select “Create a New Account”



2. Select “I’m a Parent”



3. Enter name and contact information and then select **“Next”**
4. Create a username and password you will easily remember, and confirm the password
5. Select a **Security Question and Answer**
6. Read and accept the **Terms and Conditions** and then select **“Create My Account”**
7. After you create your account a banner will pop up that says **“Verify your email”**, click the link.

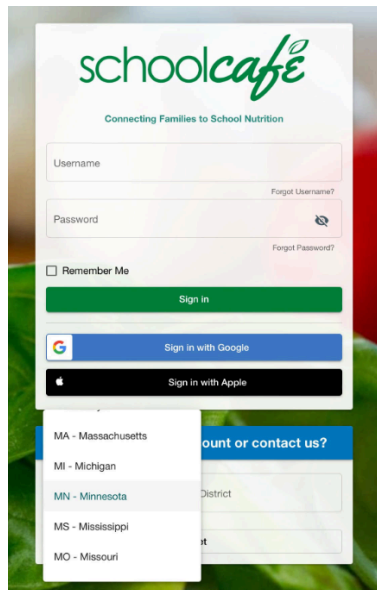
SchoolCafé will send a verification code to the email you entered. Go to your email, get the code and put it in the verification code. Then click enter.

To Add Student(s)

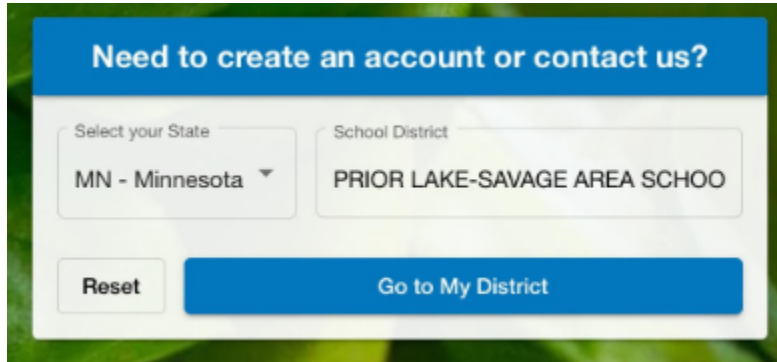
1. At the top of your Dashboard, select **“Add a student”**
2. Enter your student’s information as requested. You will need your child’s **student number (provided in the email you received and can also be found by clicking on your student’s name in Infinite Campus)**
3. Select **“Search and Verify Student”**
4. Verify the student found is accurate and select **“Add this Student”**
5. Repeat these steps to add additional students.

Creating your SchoolCafé account on a mobile device

1. Download the SchoolCafé app for Android or iPhone.
2. Scroll down and select **“MN”**

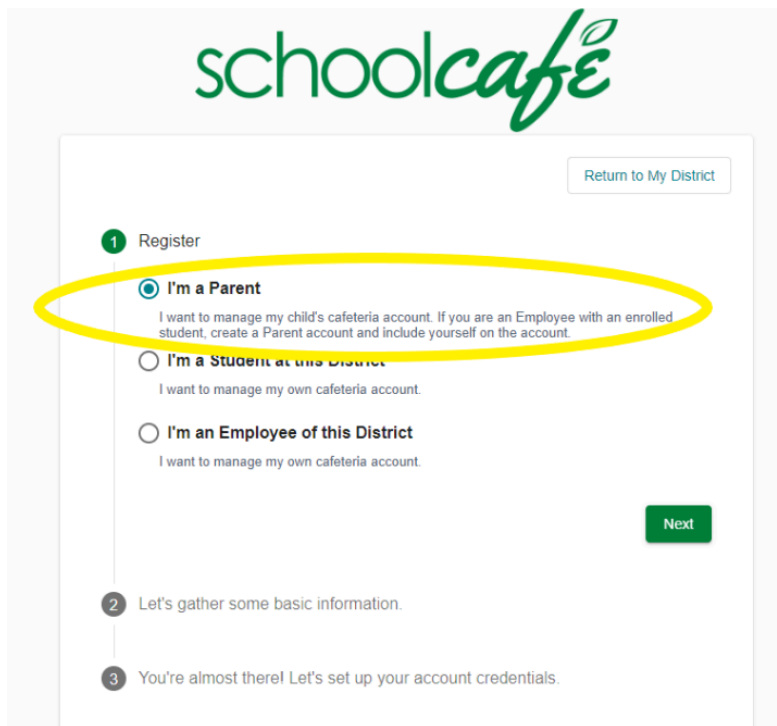


3. Type in “**Prior Lake-Savage Area Schools**”, then click “**Go to My District.**”



The screenshot shows a registration form with a blue header that reads "Need to create an account or contact us?". Below the header are two input fields: "Select your State" with a dropdown menu showing "MN - Minnesota" and "School District" with a text input field containing "PRIOR LAKE-SAVAGE AREA SCHOO". At the bottom of the form are two buttons: a white "Reset" button and a blue "Go to My District" button.

4. Click “**Create a new account**”
5. Select “**I’m a Parent**”



The screenshot shows the SchoolCafe registration page. The logo "schoolcafé" is at the top. A "Return to My District" button is in the top right. A progress indicator on the left shows three steps: "1 Register", "2 Let's gather some basic information.", and "3 You're almost there! Let's set up your account credentials." The "1 Register" step is expanded, showing three radio button options: "I'm a Parent" (selected and circled in yellow), "I'm a Student at this District", and "I'm an Employee of this District". Each option has a brief description. A green "Next" button is at the bottom right.

6. Follow the prompts— enter your name and choose a password to create your account.
7. Enter your student’s **student number (provided in the email you received and can also be found by clicking on your student’s name in Infinite Campus)**

If you created your account on the computer first, you will only be asked to enter a username and password on the mobile app.