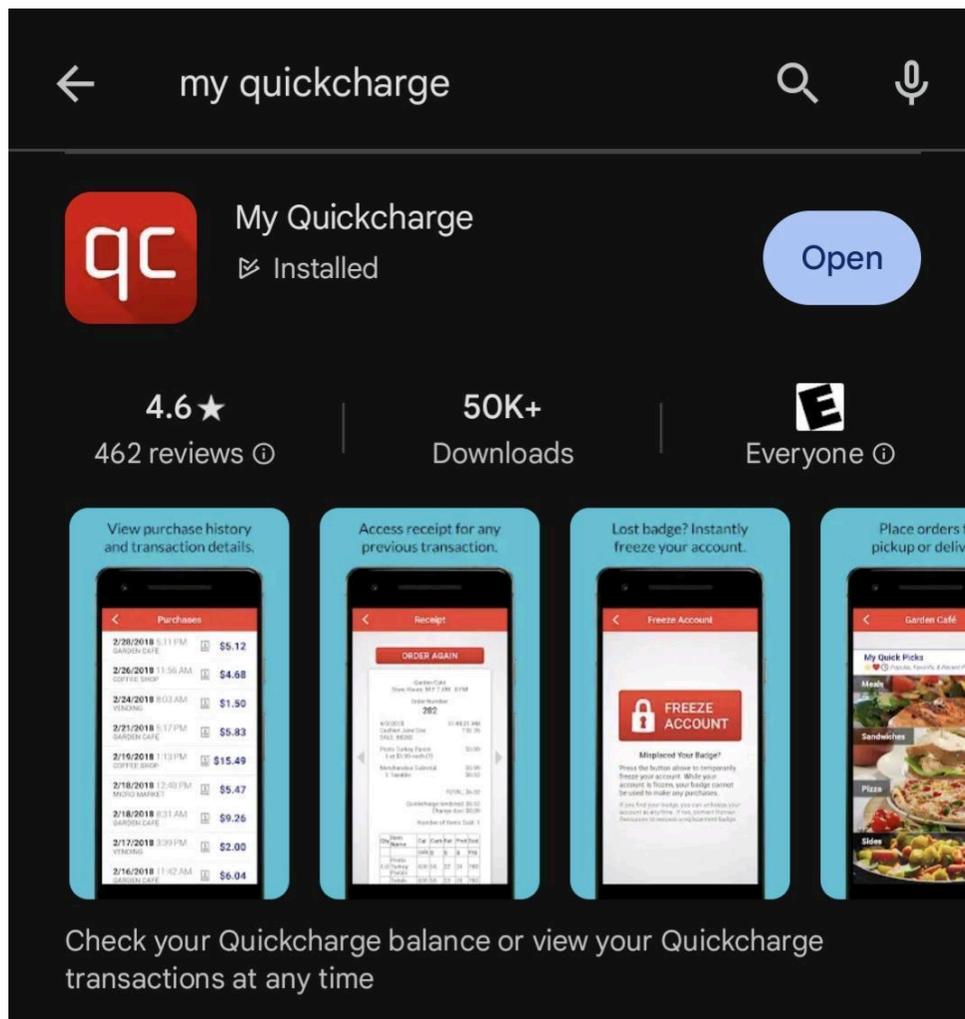


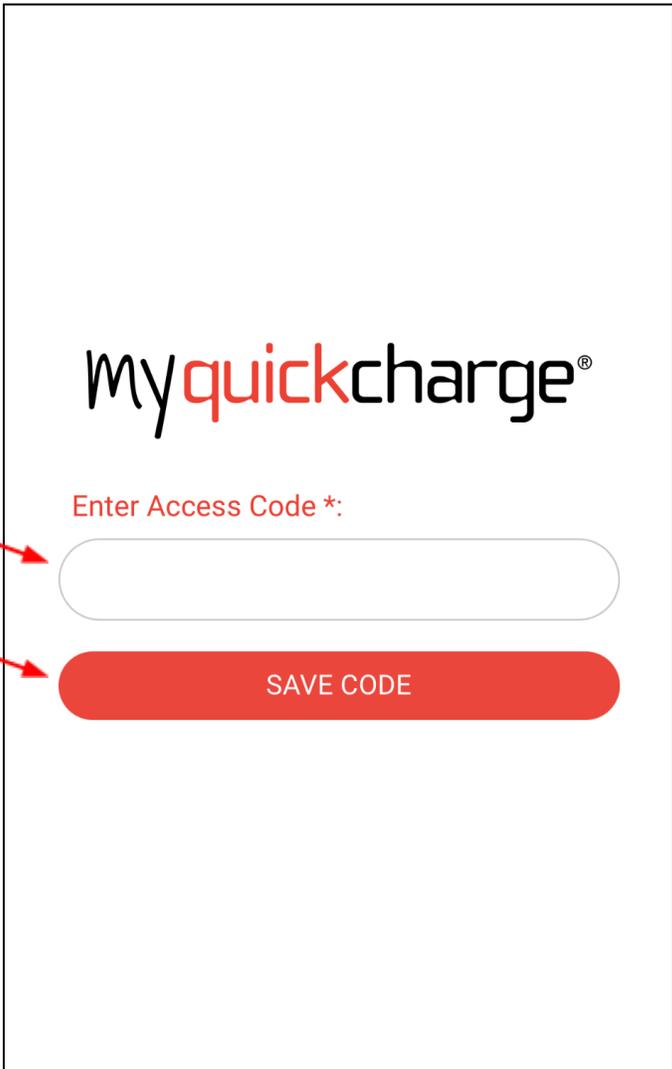
Downloading and Setting Up the My Quickcharge Online or Mobile App for Parent/Guardian Use

Manage Student balances, purchase meal plans, and more

1. [Visit the Quickcharge webpage](#) Visit the Quick Charge webpage or download the app from the Apple or Android/Google app store on your mobile device (If downloading the app, search for “My Quickcharge”).



2. Upon landing on the account set-up page **-or-** after the app is downloaded, you will be prompted to enter an “**Access Code**”. Enter code “**Parent-UCLAB**” and then hit “**Save Code**”.

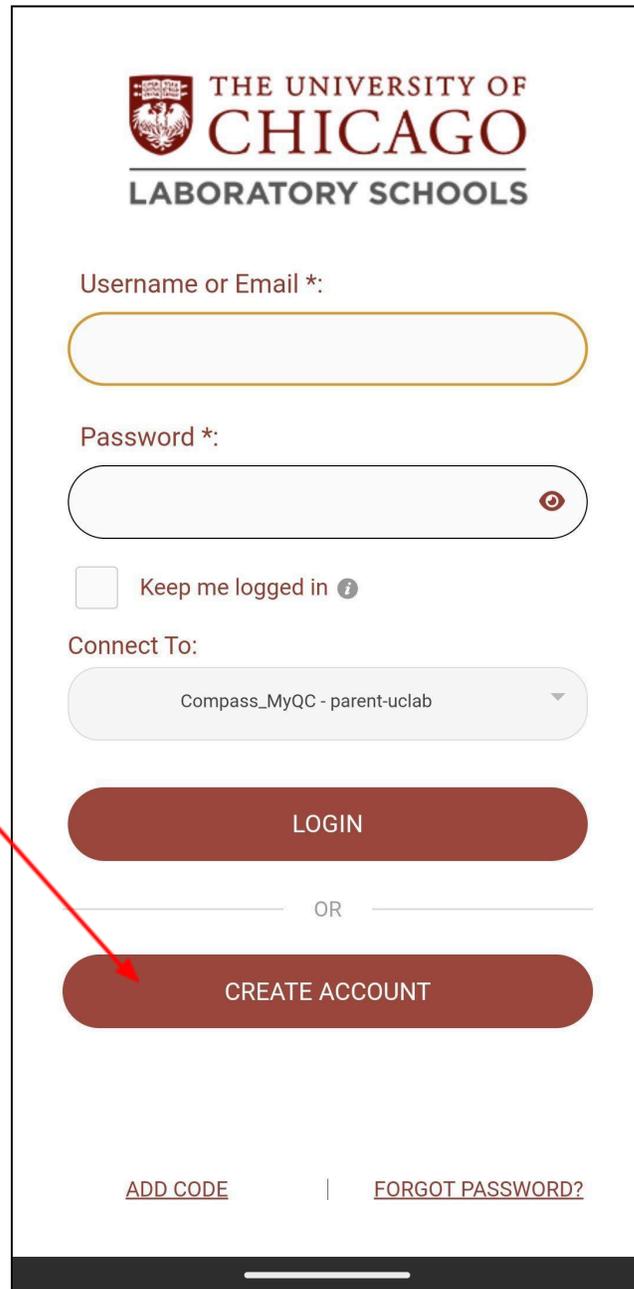


myquickcharge®

Enter Access Code *:

SAVE CODE

3. After entering the access code, the following screen will direct you to **create an account**. Click the “**Create Account**” button to set up your parent account. All parents will need to set up a new parent account.



 THE UNIVERSITY OF
CHICAGO
LABORATORY SCHOOLS

Username or Email *:

Password *:

Keep me logged in 

Connect To:

LOGIN

OR

CREATE ACCOUNT

[ADD CODE](#) | [FORGOT PASSWORD?](#)

4. Enter in the parent/guardian’s information as instructed.

Please Note: The “Low Balance Threshold” is optional. Entering an amount here will alert you via a notification/email once the balance reaches the value you enter. (EX: If \$50.00 is entered, you will get notified when your funded balance reaches that point.) Do not enter a dollar sign (\$) in the field box. This field can be left blank.

After finalizing your account information, press **“Create Account”**.



Access Code *:

First Name *:

Initial :

Last Name *:

Email *:

Confirm Email *:

Password *:

Confirm Password *:

Low Balance Threshold :

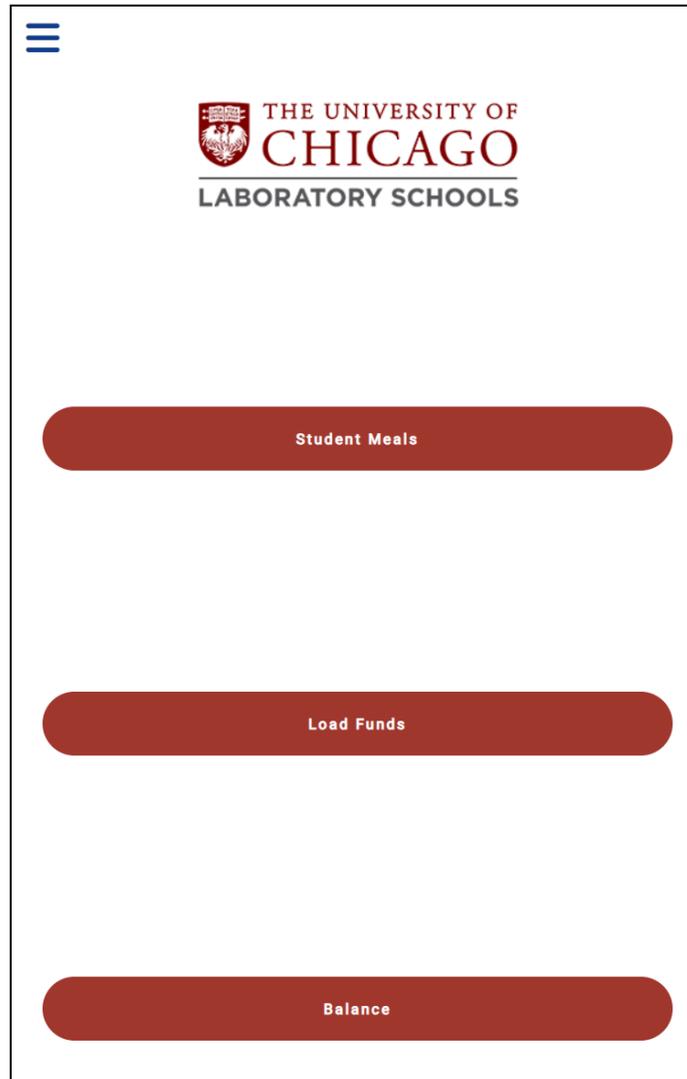
5. After you have successfully created a parent account, you must **create an account(s) for your student(s)** by entering your student's First Name, Last Name, the PowerSchool Student Number, and your relationship to the student.

→ To access your student's PowerSchool account number(s):

- a. Log in to your [PowerSchool Account](#)
- b. Once logged in, on the right hand side of the page, under your student's image is their "Student Number"
- c. For families with more than one student, toggle between students using the tabs that list their first names on the dark blue navigation bar near the top of the page

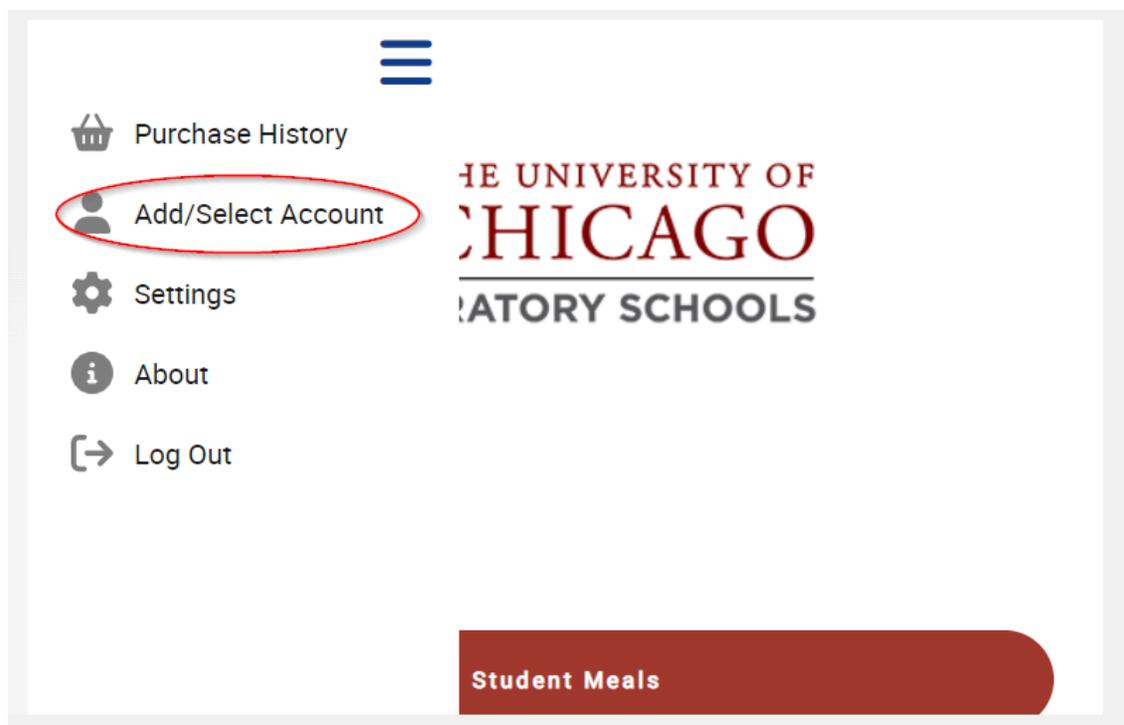
The screenshot shows a mobile application interface for adding a student account. At the top, there is a dark red header bar containing a white back arrow on the left and the text "Add Account" in white. Below the header is a white form area with rounded corners. The form contains the following fields from top to bottom: 1. "First Name *:" followed by a rounded rectangular input field with a blue border. 2. "Initial :" followed by a smaller rounded rectangular input field. 3. "Last Name *:" followed by a rounded rectangular input field. 4. "Student ID *:" followed by a rounded rectangular input field. 5. "Relationship *:" followed by a rounded rectangular dropdown menu with a small downward-pointing triangle on the right side. At the bottom right of the form area is a red button with the word "SEARCH" in white capital letters. The background of the app is a light gray gradient, and a black horizontal line at the very bottom indicates the mobile home indicator bar.

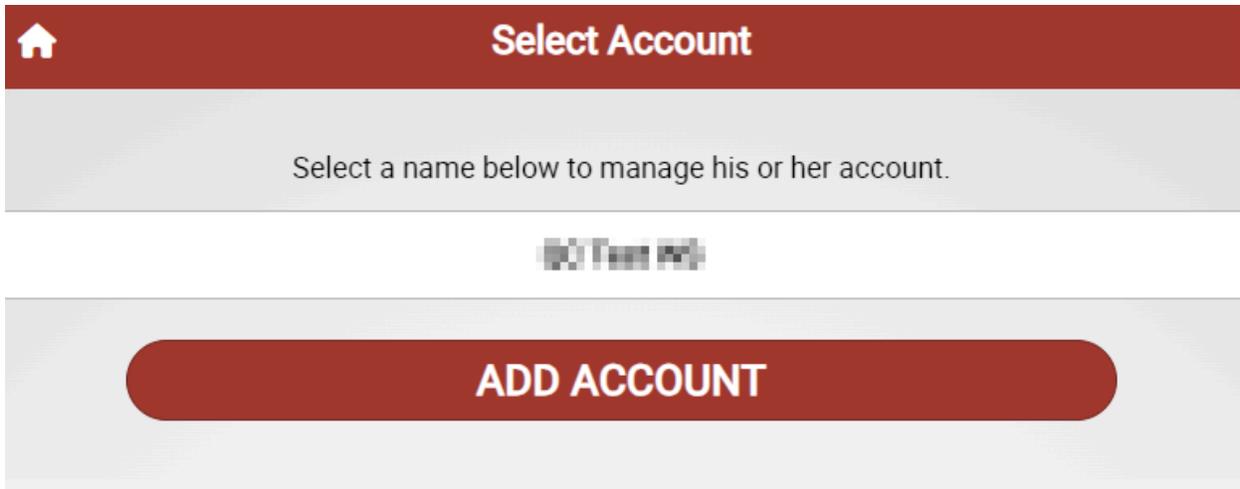
5a. If you did the previous step correctly, your student will have been added to your account and you will be brought to the main screen of the application:



5b. Entering Multiple Students: After entering your first student, click on the hamburger menu at the top left of the page, and select “**Add/Select Account**” and repeat the instructions outlined above in item five (5).

Please Note: After creating an account for your student, you may receive a pop-up indicating that your student’s email address will not have access to the account. This is a parent-owned account. Please DO NOT set up an email address for your student as indicated; Lab is hoping to set up accounts for Middle and U-High students in the future.





- With multiple students, you will need to come back to this section to select the student that you are adding funds/ordering.

6. To add funds, navigate back to the homepage by clicking on the blue home icon in the top left corner of the page and click the **“Load Funds”** button. Under the **“Credit Card”** section, click **“Add Card”**. You will be redirected to the FreedomPay payments screen where you will be able to securely add and save credit or debit card information.

66599 UCLABECOMM - MMH QC

Payment Information

Name on Card

Card Number

4111 1111 1111 1111

Expiration Date

MM/YY

Security Code

123

Save

Secured by FreedomPay®

Account Funding

QUICKCHARGE BALANCE: **\$1.00**

LAST UPDATED: 08/21/24 9:18 AM

HISTORY FUNDING

CREDIT CARDS: ADD CARD

REMOVE

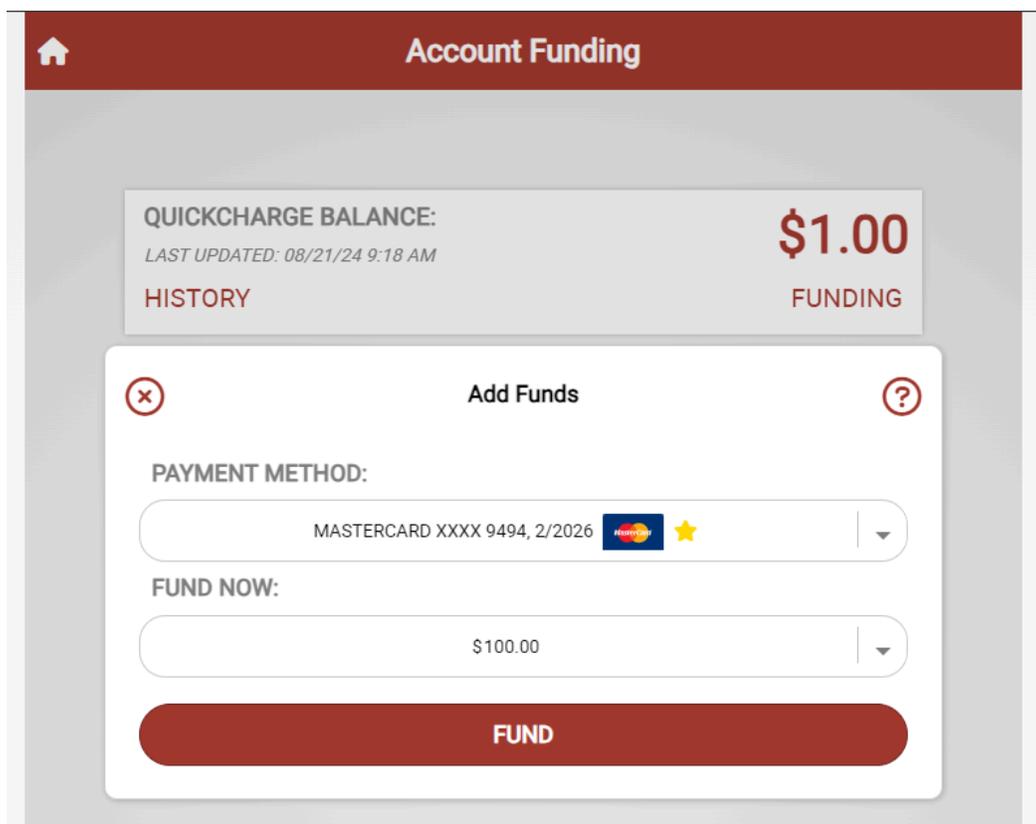
★ DEFAULT CARD

SAVED VOUCHERS: ADD VOUCHER

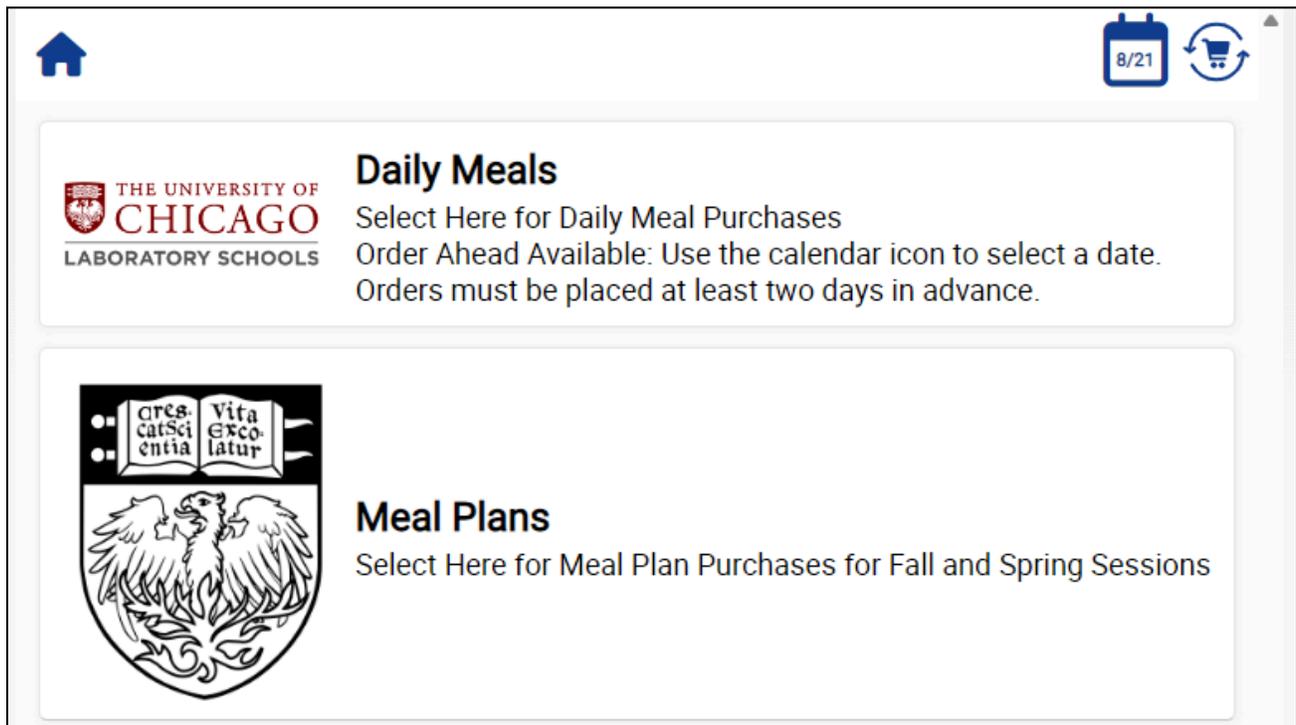
Empty. Click the Add Voucher button in the top right to claim a voucher.

7. After saving your credit or debit card information, you will be directed back to the app's **"Load Funds"** section. You should now see your card successfully saved on your account. You are now ready to add funds. On this same screen, press the red **"Funding"** button. Select one of the funding amounts from the drop-down menu and hit **"Fund"**.

Please note: if you have multiple students, you will need to fund each student individually. Start with one student and add funds. Navigate back to the blue hamburger menu icon in the top left of the app and select **"Add/Select Account."** Select the other student and repeat the funding process above.



8. After funds have been added to your account, please follow directions based on the grade level of your child:



Early Childhood and Lower School (Grades Nursery–Grade 5)

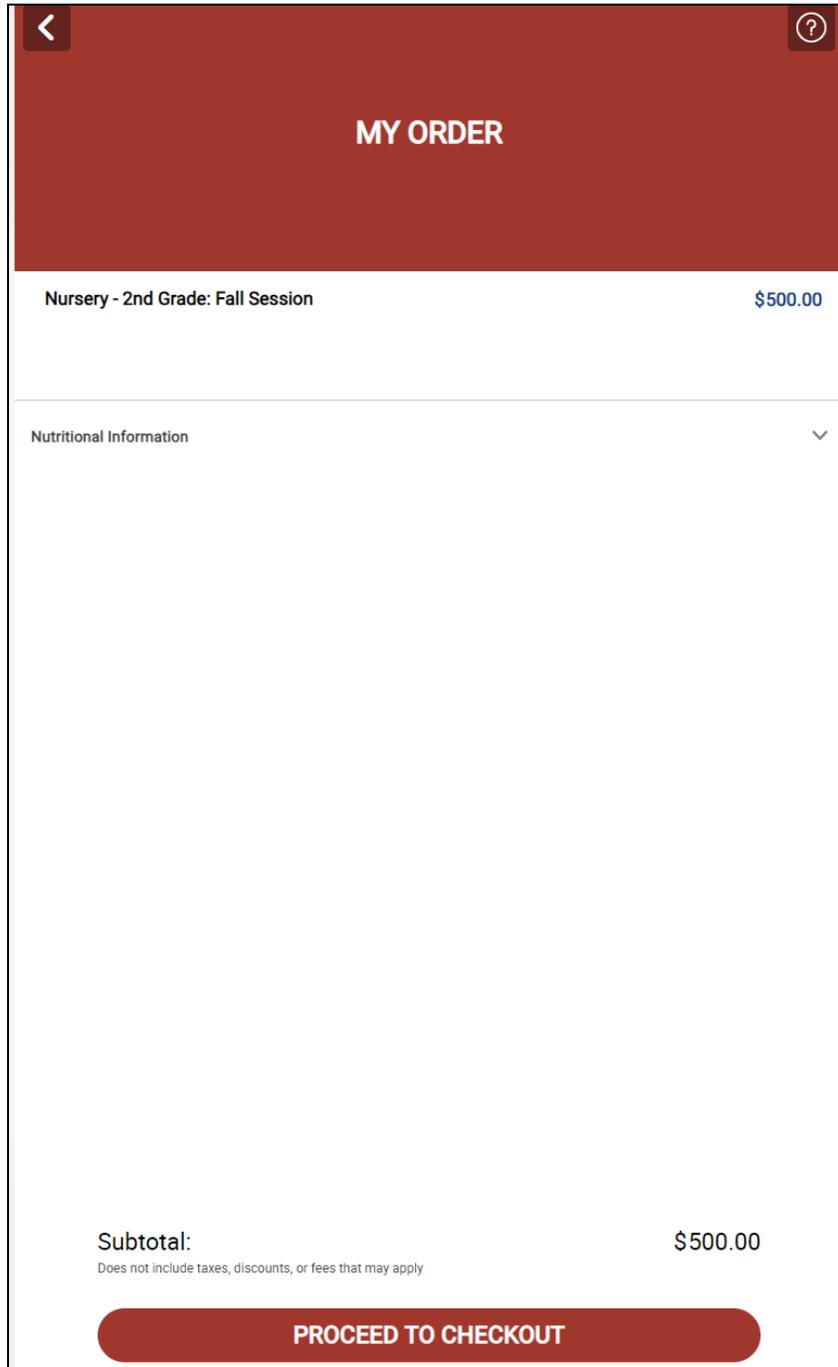
Parents may Load Funds to their accounts to purchase Daily Meal options, Quarterly Meal Plans, and more. To pre-order meals, navigate back to the homepage of the app/webpage and select the “**Student Meals**” button.

- **Daily Meals** may be ordered in advance and must be placed 48 hours ahead of desired mealtime. Use the calendar option in the top right corner to fulfill an order for a future date.
- **Quarterly Meal Plans** can be purchased for each quarter (fall, winter, or spring). This is a “one-time” purchase and is tied to the school’s academic calendar. The deadline to purchase meals for the upcoming fall quarter is Monday, September 2 at 11:59 p.m.

Middle School and U-High (Grades 6–12)

Using the Load Funds button, parents can add funds to their student(s)’s account(s) that can be used in Cafe Lab and the coffee shop to purchase individual items.

9. With an item selected, use the “**Add to Cart**” button. This will add the item to your cart. Click the “**Cart**” icon to proceed with the transaction or continue to add products to your cart. Click “**Proceed to Checkout.**”



10. You will be brought to one final confirmation page before you submit your order. Review the information on the screen to confirm that all information and products are correct. Hit “**Checkout**” and you’re done! You will receive an email confirmation of your purchase.



ORDER DETAILS

Your Order Information
Ordering for: Today 8:44 AM (ASAP)
Store: Meal Plans

ORDER:
Nursery - 2nd Grade: Fall Session \$500.00

SUBTOTAL: \$500.00
Tax \$53.75

ORDER TOTAL: \$553.75

PAYMENT SUMMARY:
Quickcharge Balance \$553.75

CHECKOUT \$553.75

All parents and caregivers of Lab students are able to set up accounts using the instructions as indicated above.

If you have any questions or concerns about our new Quickcharge system, please feel free to contact HandCut Foods: lab@handcutfoods.com. If you have questions about the balance rollovers, please contact Brian Lipinski: blipinski@ucls.uchicago.edu.