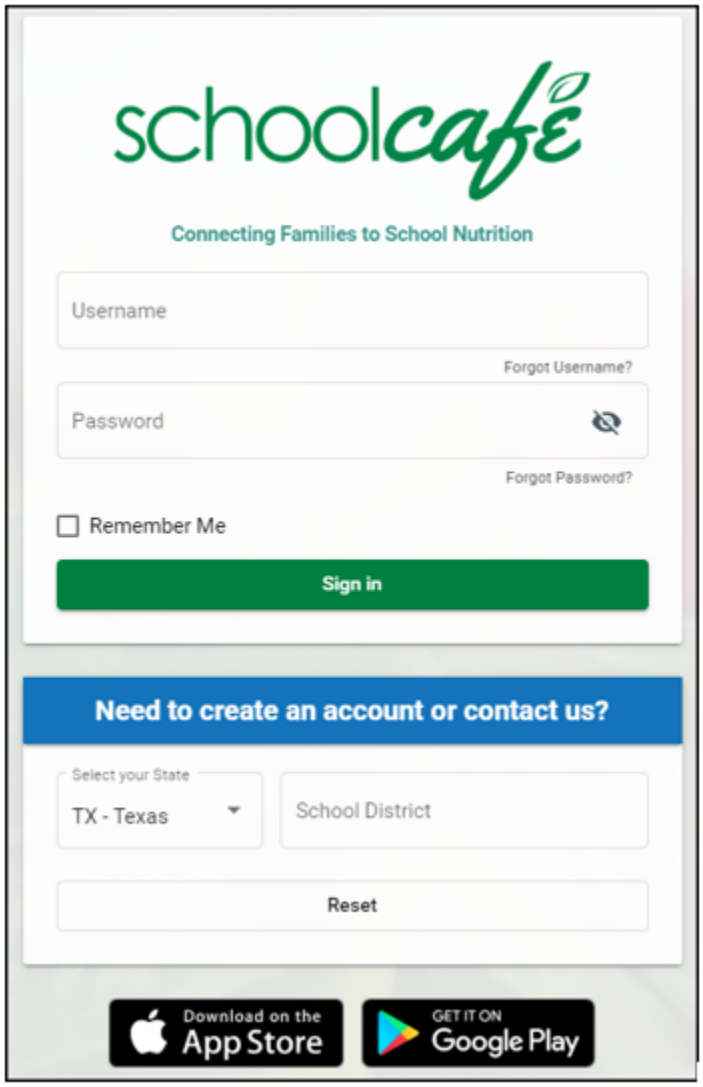
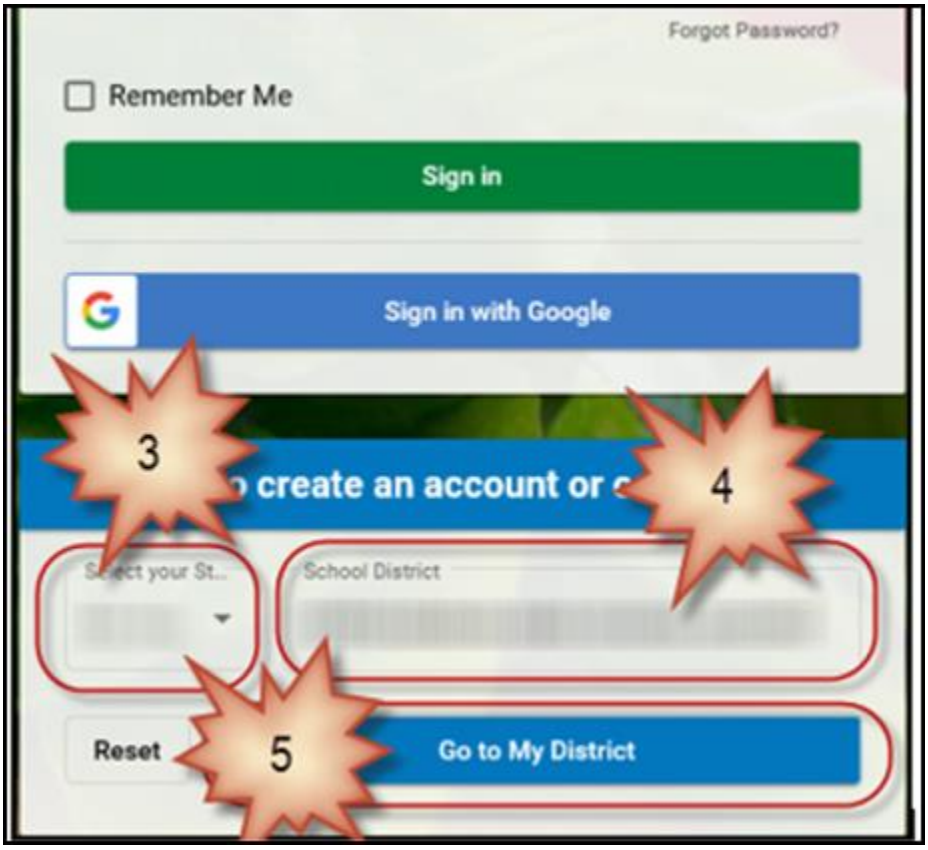
Instructions for Creating a Student SchoolCafé Account

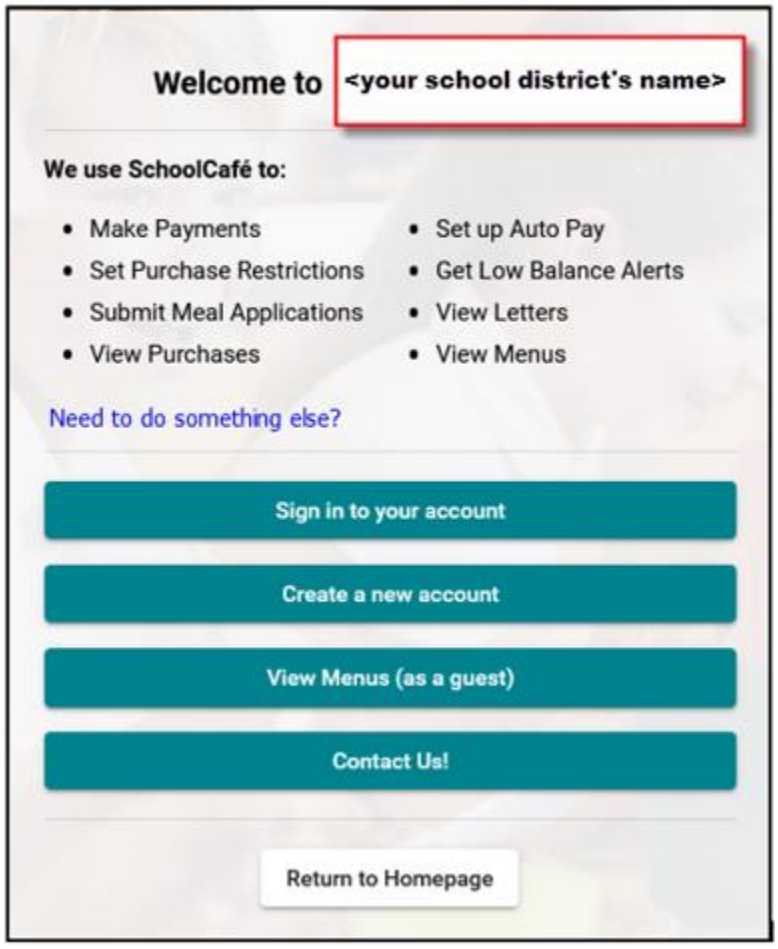
1. Go to the SchoolCafé website at www.schoolcafe.com
    a. You can continue from the home page of your browser.
    b. If you are using the SchoolCafé app on your smart phone, the pages will look similar to the following screen shots.
    c. If you want to install the app, the links to the app stores are at the bottom of our home page as shown below.
2. From the app or browser, near the bottom of the screen you will see the question "**Need to create an account or contact us?"** as shown below.



3. Click into the **Select your State** field box and a short list of states will display.
    a. Enter the first letter of the name of your state and find your state on the drop-down list.
    b. Click on your state to add it to the **Select your State** field box.
4. Click into the **School District** field box.
    a. Start typing the name of the school district your student attends.
        i. If you do not know the school district's name, please contact your student's school for assistance.
    b. After entering the first few letters of the school district, the website will display a list of districts that match what you are typing.
    c. When you see the name of your school district, click on it to add it to the **School District** field box.
5. Click the **Go to My District** button.

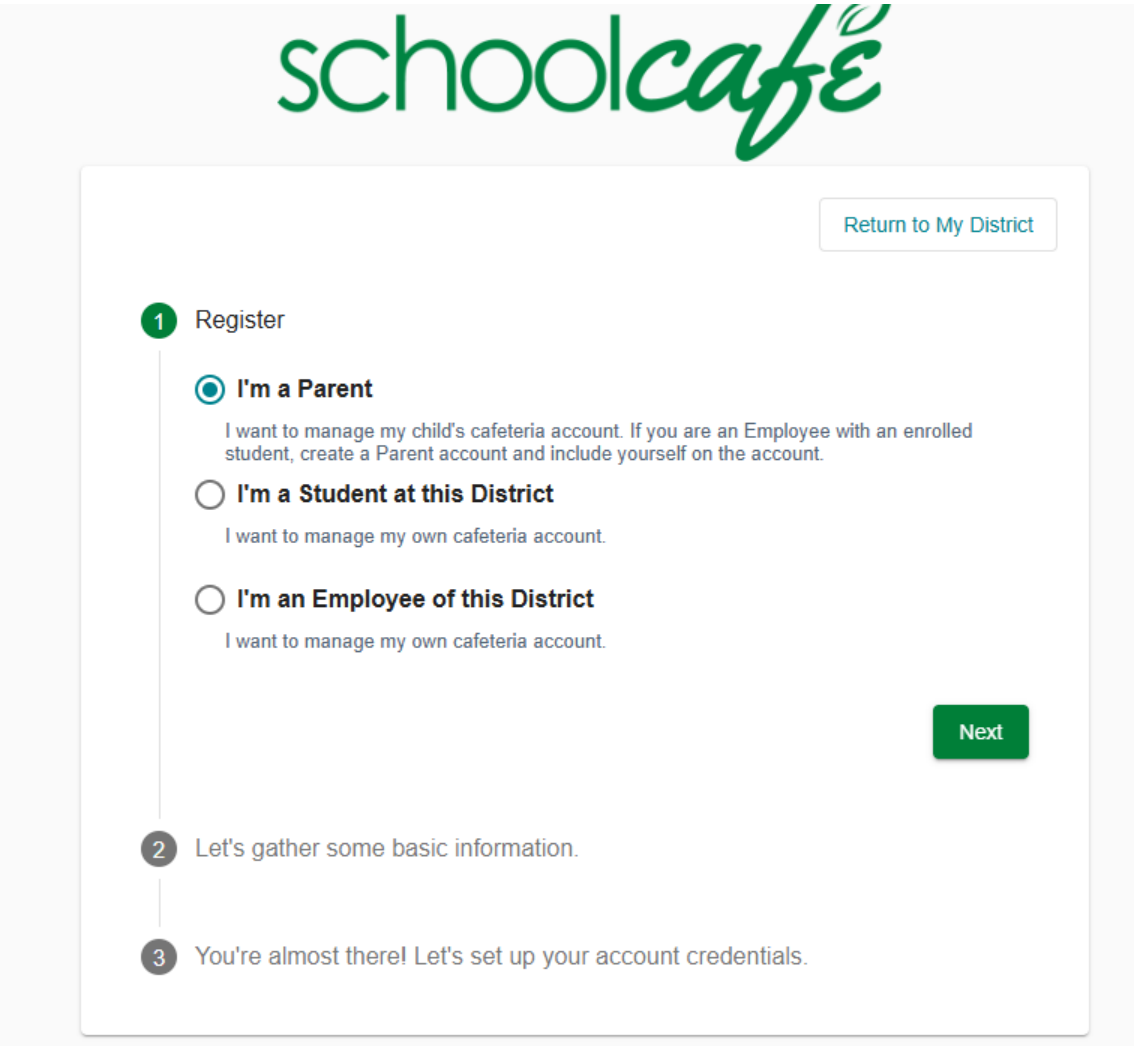


6. The website will then display your school district's SchoolCafé home page as shown in the example below.
    a. You will see what functionalities are available for your district such as making payments, viewing menus, etc.



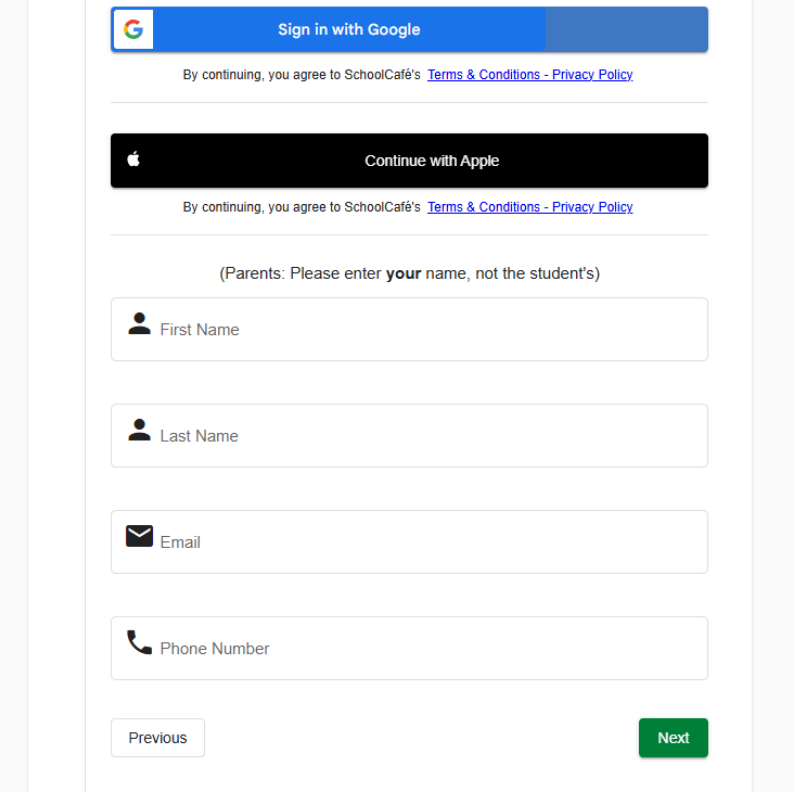
7. Click the **Create a new account** button.

8. The website will display a list of the types of accounts that can be created, as shown below.



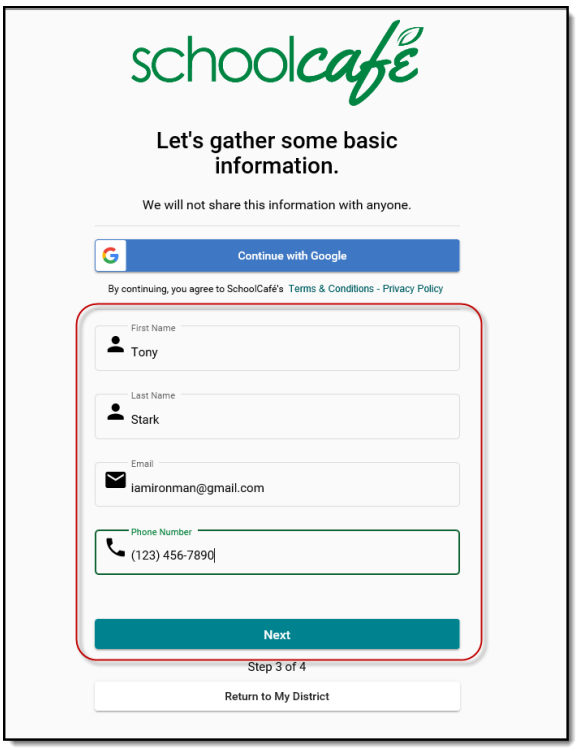
9. Click the radio button for the **I'm a Parent** option.
10. Click the **Next** button.

11. The following screen will appear.



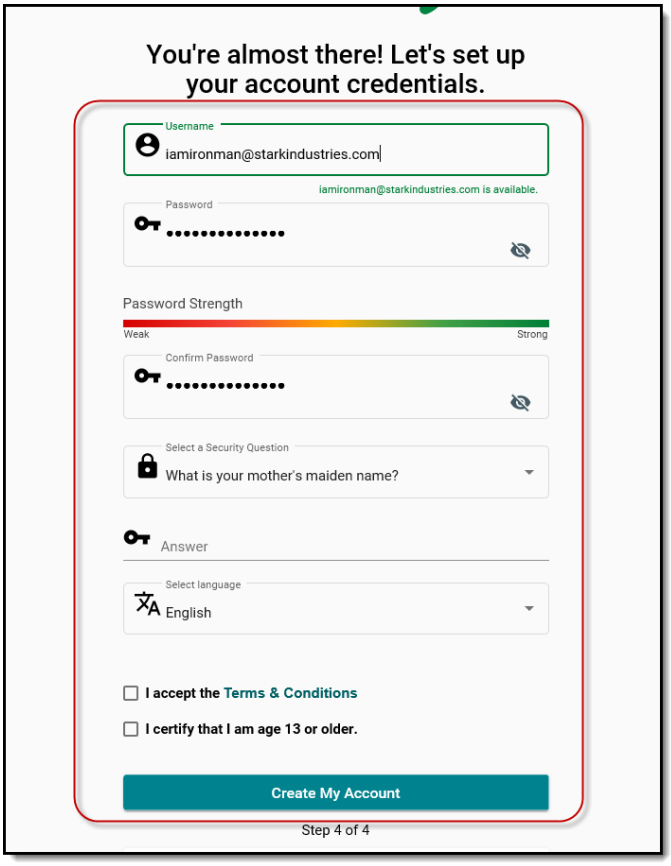
12. Enter your information to complete your account setup.
13. After your account is setup, you can add your child(ren) as your students.

16. The system will display the following screen. Enter the information into each of the required fields.



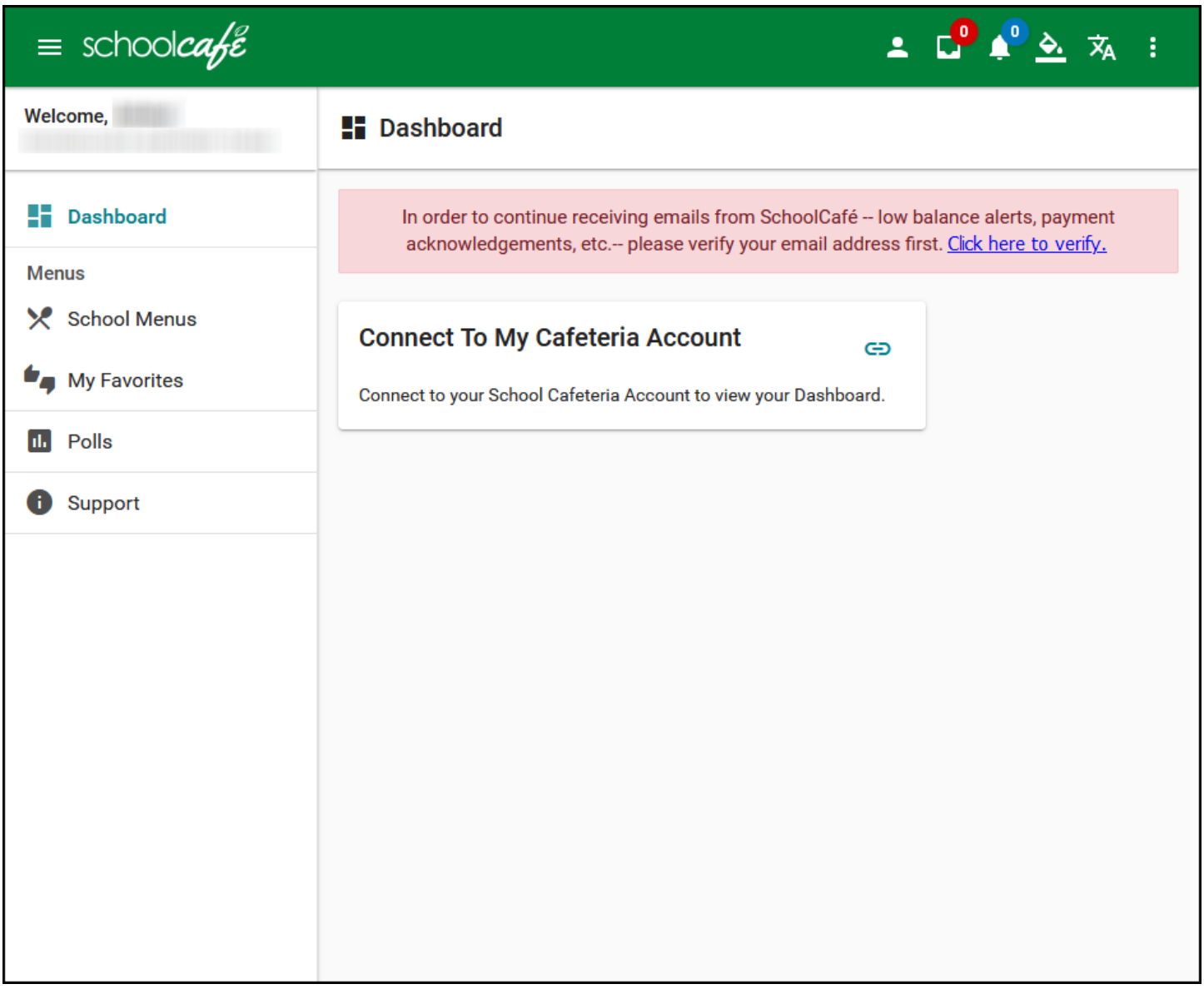
17. Click the **Next** button.

18. The following screen will be displayed.
    a. You will complete all of the required fields.

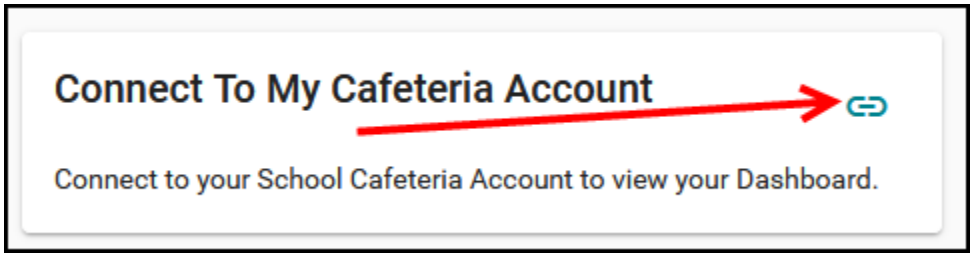


    b. Enter a username or accept the default username.
    c. Enter a password.
    d. Enter your password again to confirm it.
    e. Select your account's security question.
    f. Enter the answer to your security question.
    g. Select the language in which you want the website displayed if you want to change the default.
    h. Click the box to accept the terms and conditions.
    i. Click the box to certify you are 13 years or older.
19. Click the **Create My Account** button.

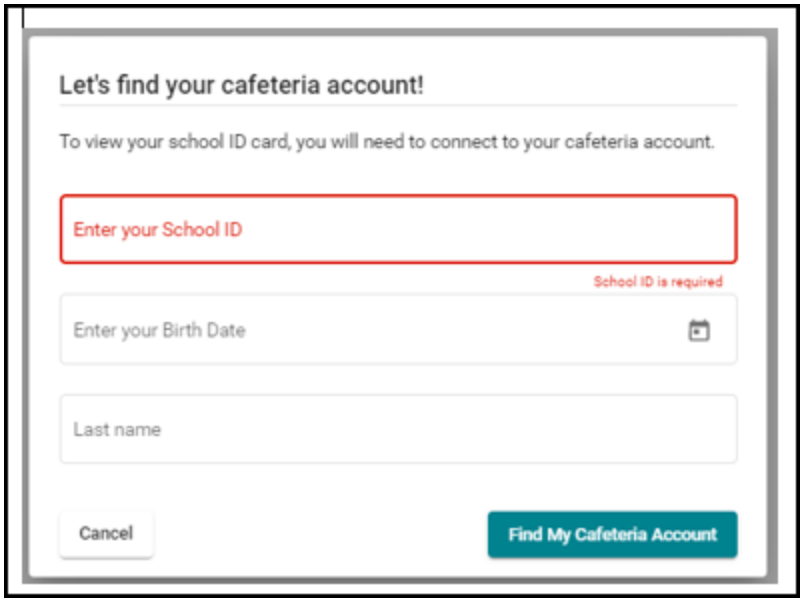
20. You will then be logged into the dashboard of your new SchoolCafé account.



21. Click the connect icon on the **Connect to My Cafeteria Account** button on the dashboard.

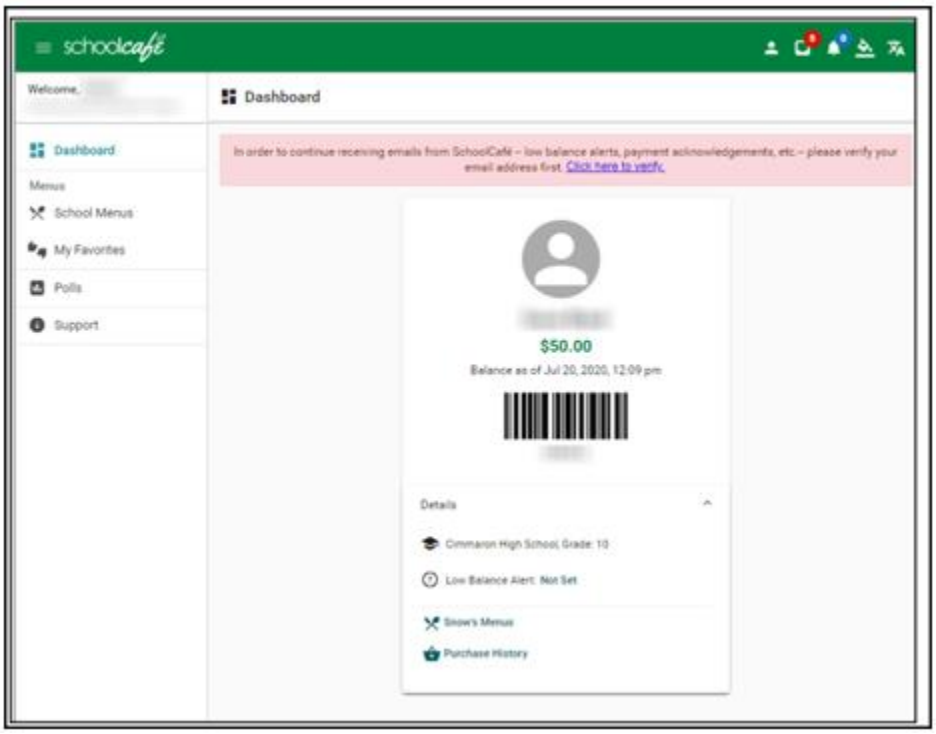


22. The **Let's find your cafeteria account!** pop-up window will open, as shown below.

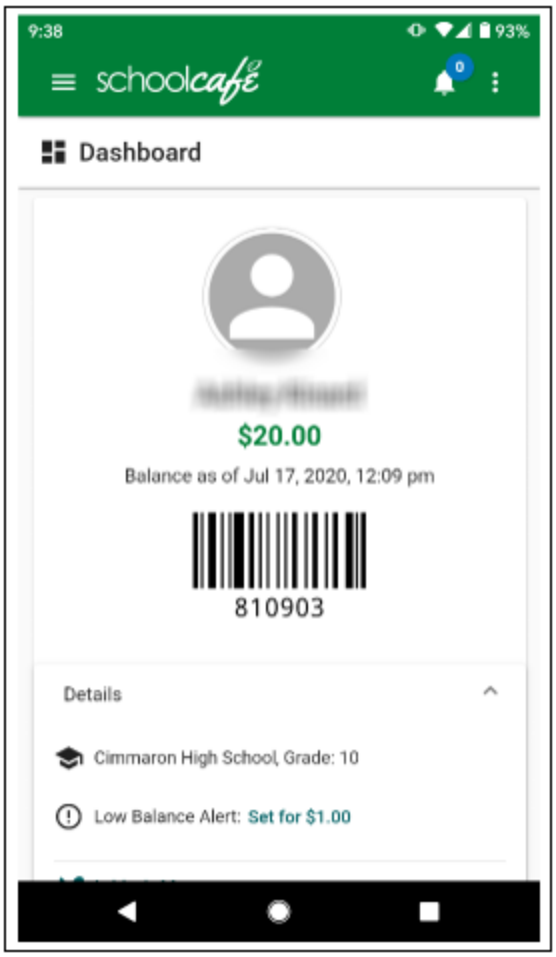


23. Enter your student ID in the **Enter your School ID** field box.
    a. If you need assistance with your student ID, please contact your school district's Child Nutrition office. Their contact information is on the Support page of your SchoolCafé account.
24. Enter your birth date.
25. Enter your last name.
26. Click the **Find My Cafeteria Account** button.

27. If the information you entered is matched by the system, you will see an image and bar code displayed on your dashboard.
28. You are now ready to use your smart phone to scan your bar code when you go through the lunch line.
    a. A student account as displayed from the website.



b. A student account as displayed from the app.



29. If the system is unable match the information you entered, the message below will be displayed.
    a. Please contact your school district's Child Nutrition office to verify that the information you entered matches what is in their system. Their contact information is on the Support page of your SchoolCafé account.

