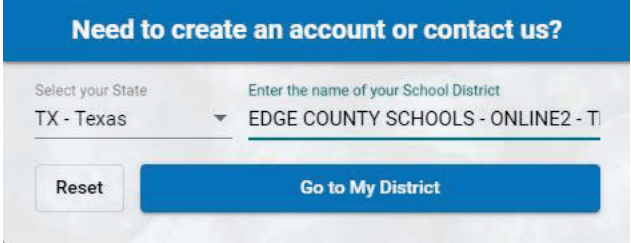
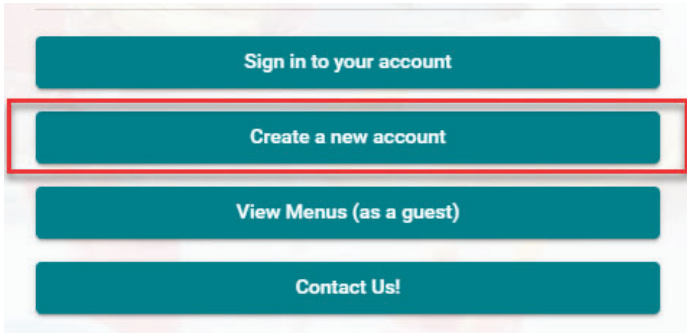
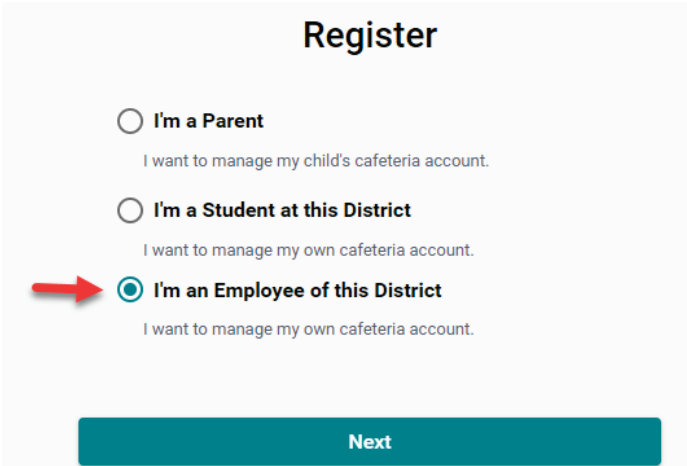
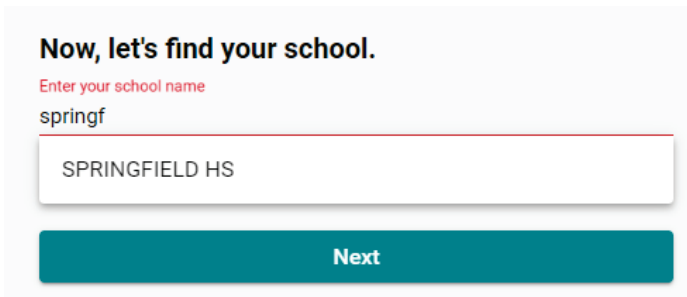
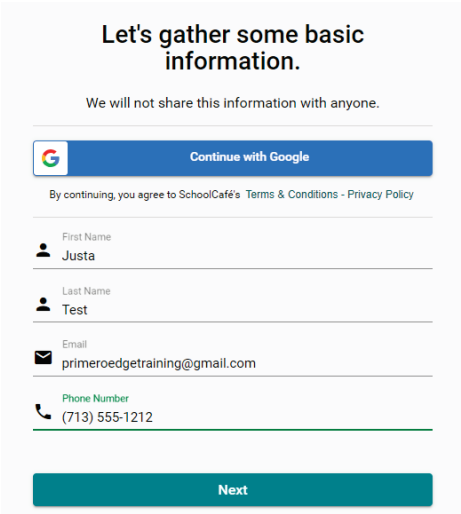
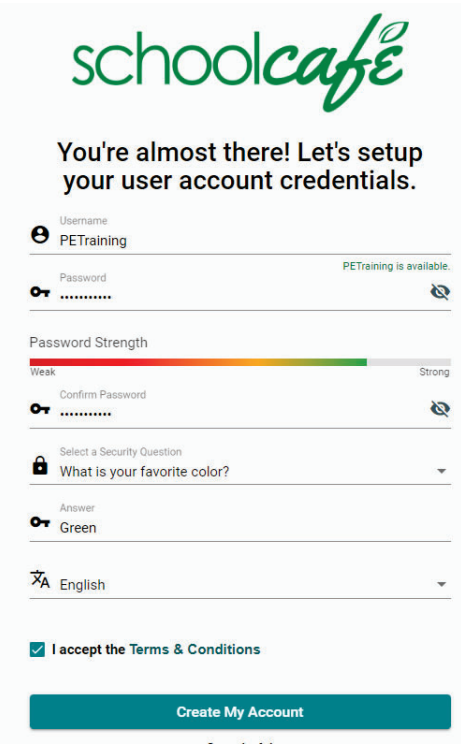


How to Create a Staff Account

Steps	Descriptions	Images
1	Locate the “Need to create an account” section on the Sign In screen. 1. Select your State 2. Enter the name of your School District <i>Note: The name should populate as you enter characters into the field</i> 3. Click Go to My District	
2	Click Create a new account	
3	Select I’m an Employee of this District	
4	Enter your school name <i>Note: The name should populate as you enter characters into the field</i> Click Next to continue	

5	You can link your existing Google account as user details. Click Continue with Google to link your account for authentication and accept the terms and conditions. Or Enter your First Name, Last Name, Email and Phone Number Click Next to continue to Step 6	
6	1. Enter an available Username (The system will indicate if the selected username is available) 2. Enter a Password (Password should contain 1 Upper Case, 1 Lower Case, 1 number and 1 Special Character) 3. Select a Security Question and Answer 4. Select Preferred Language 5. Click the Checkbox to accept the Terms and Conditions 6. Click Create My Account to continue	
7	Enter your Cafeteria School ID account number Select your School Enter your Last Name Click Find My Cafeteria Account to link your SchoolCafé account with your Cafeteria ID account	