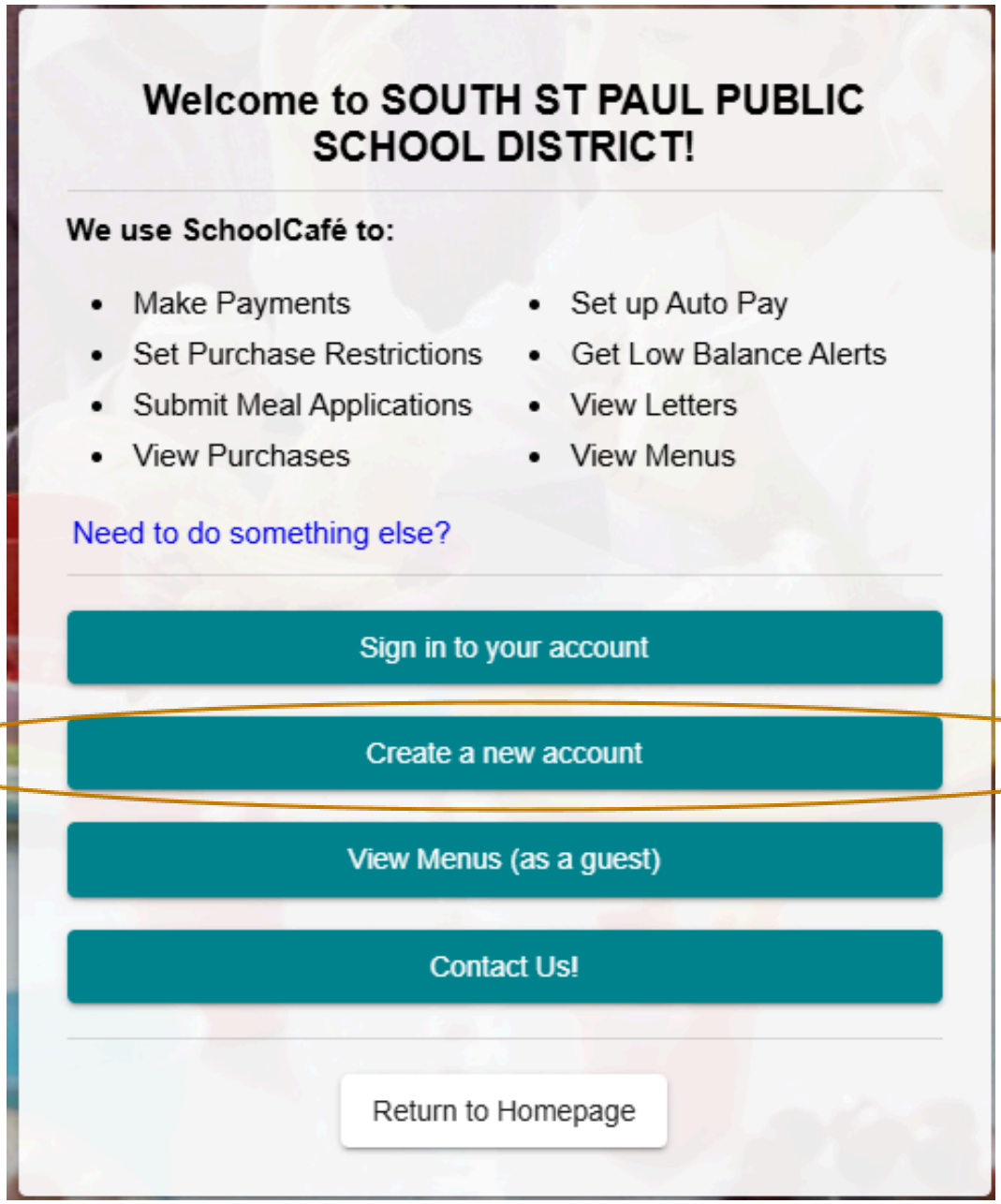
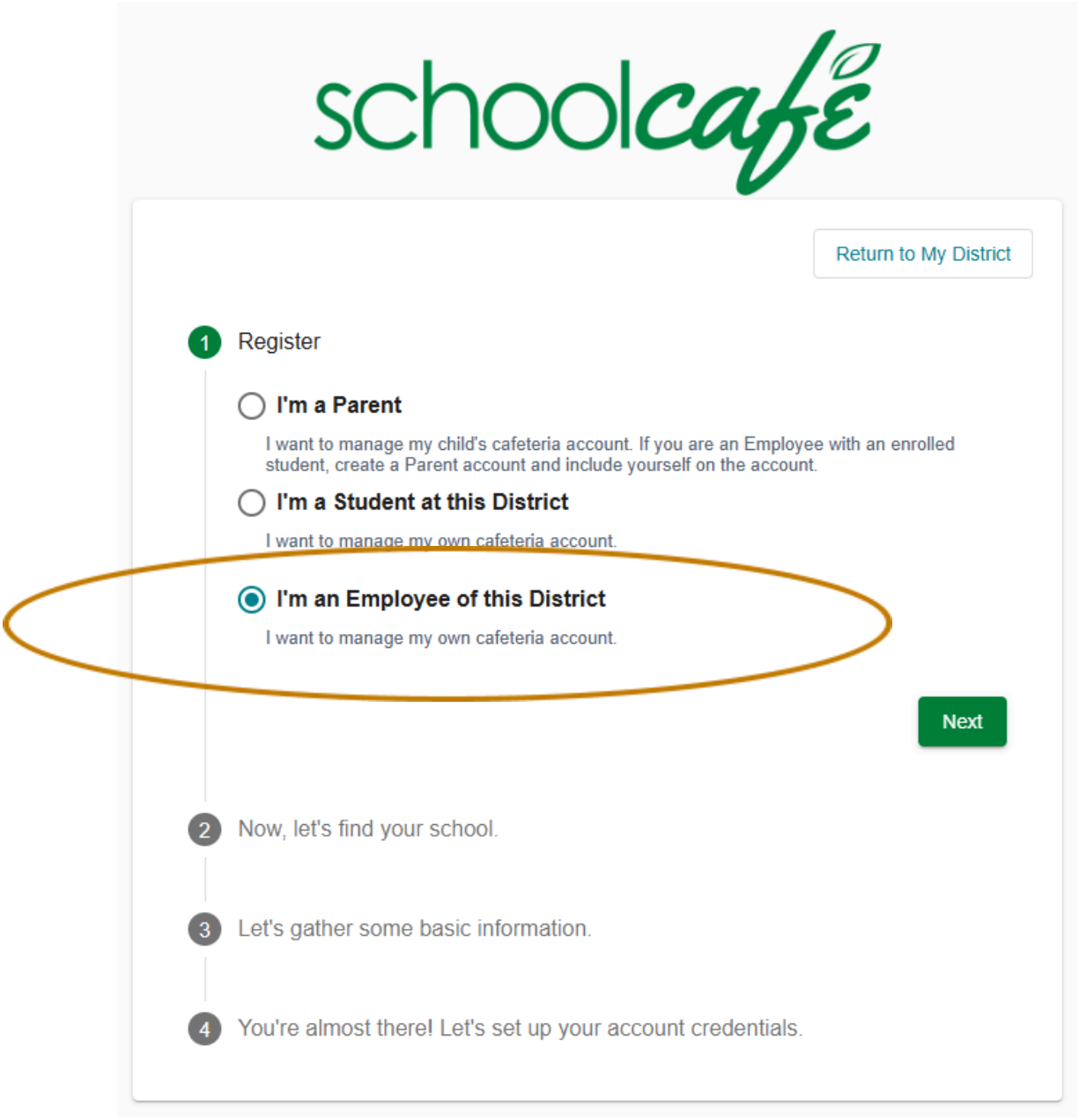
Creating Meal Account - Staff

1. Click the link, https://www.schoolcafe.com/southstpaul

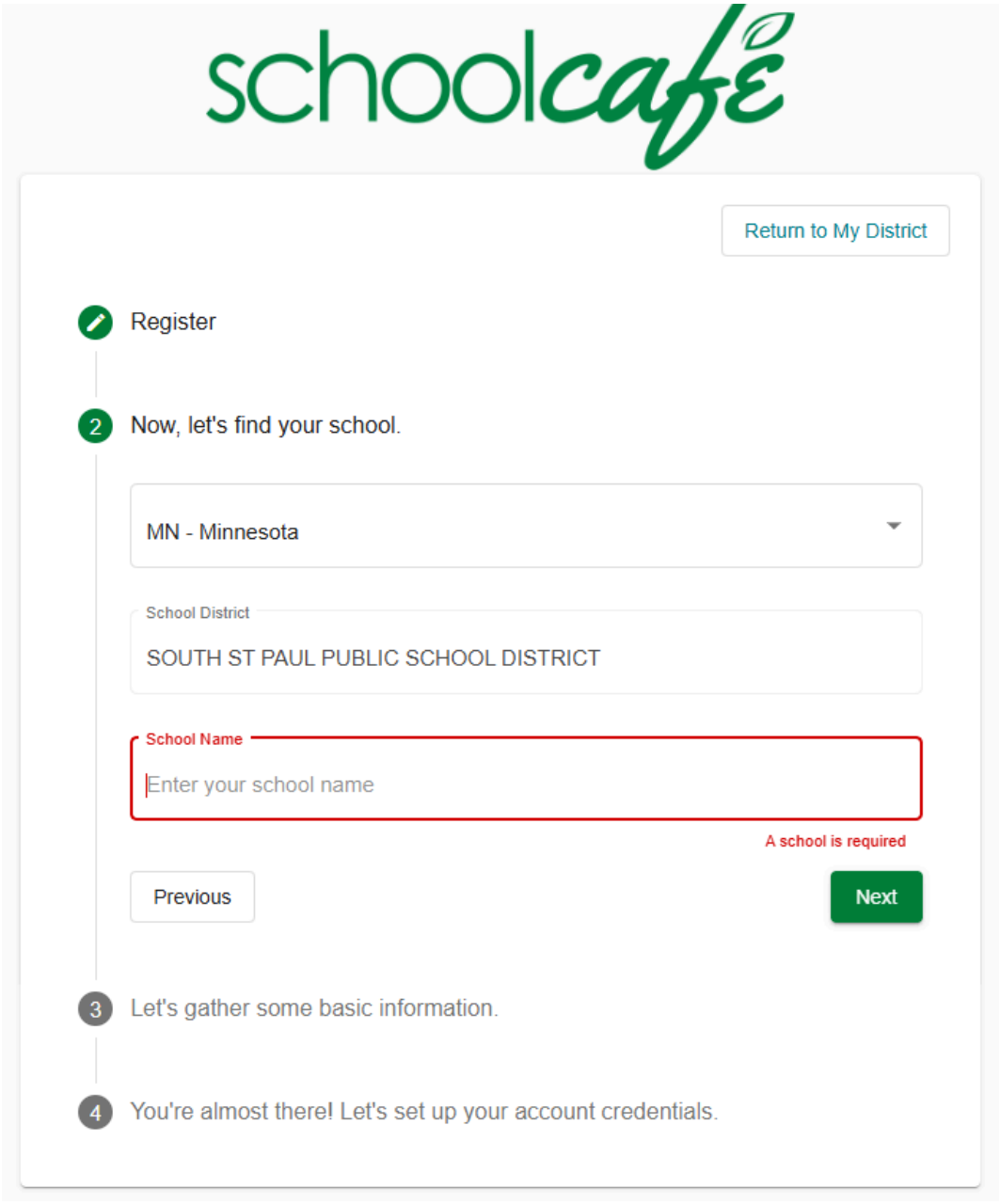
2. Click on **Create a new account**



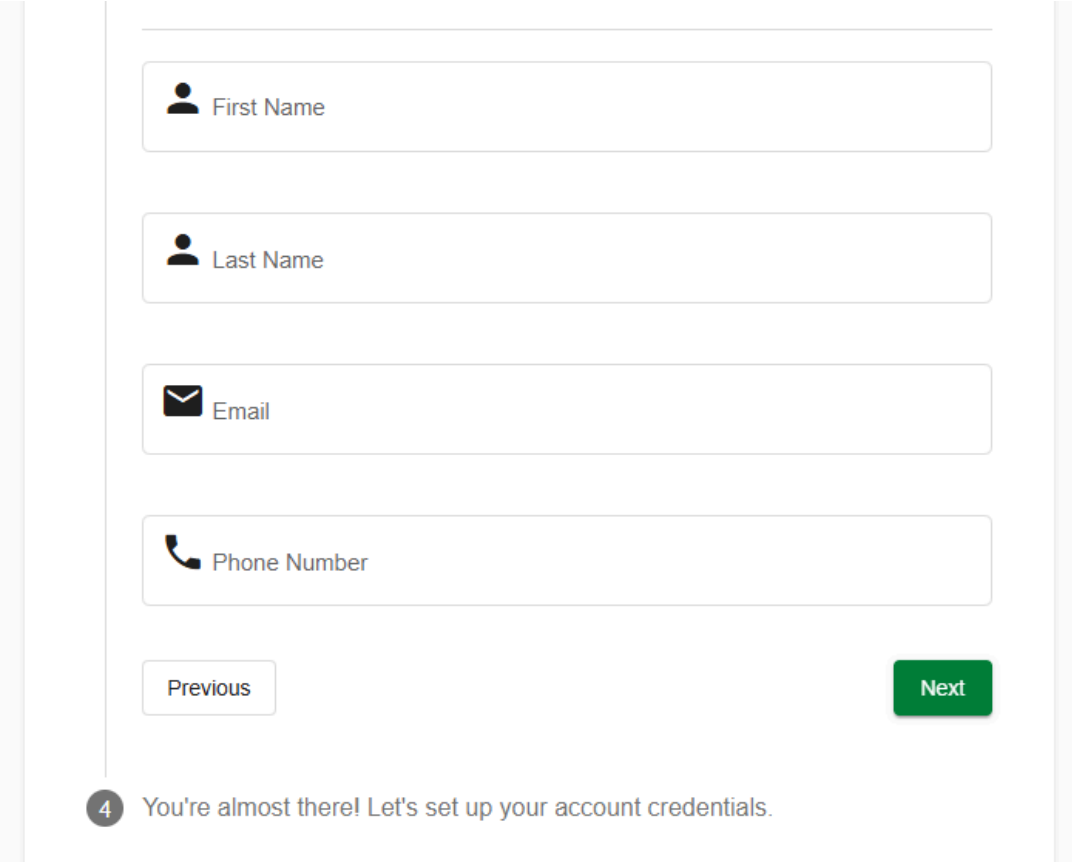
3. Select **I'm an Employee of this District**, then click **Next**



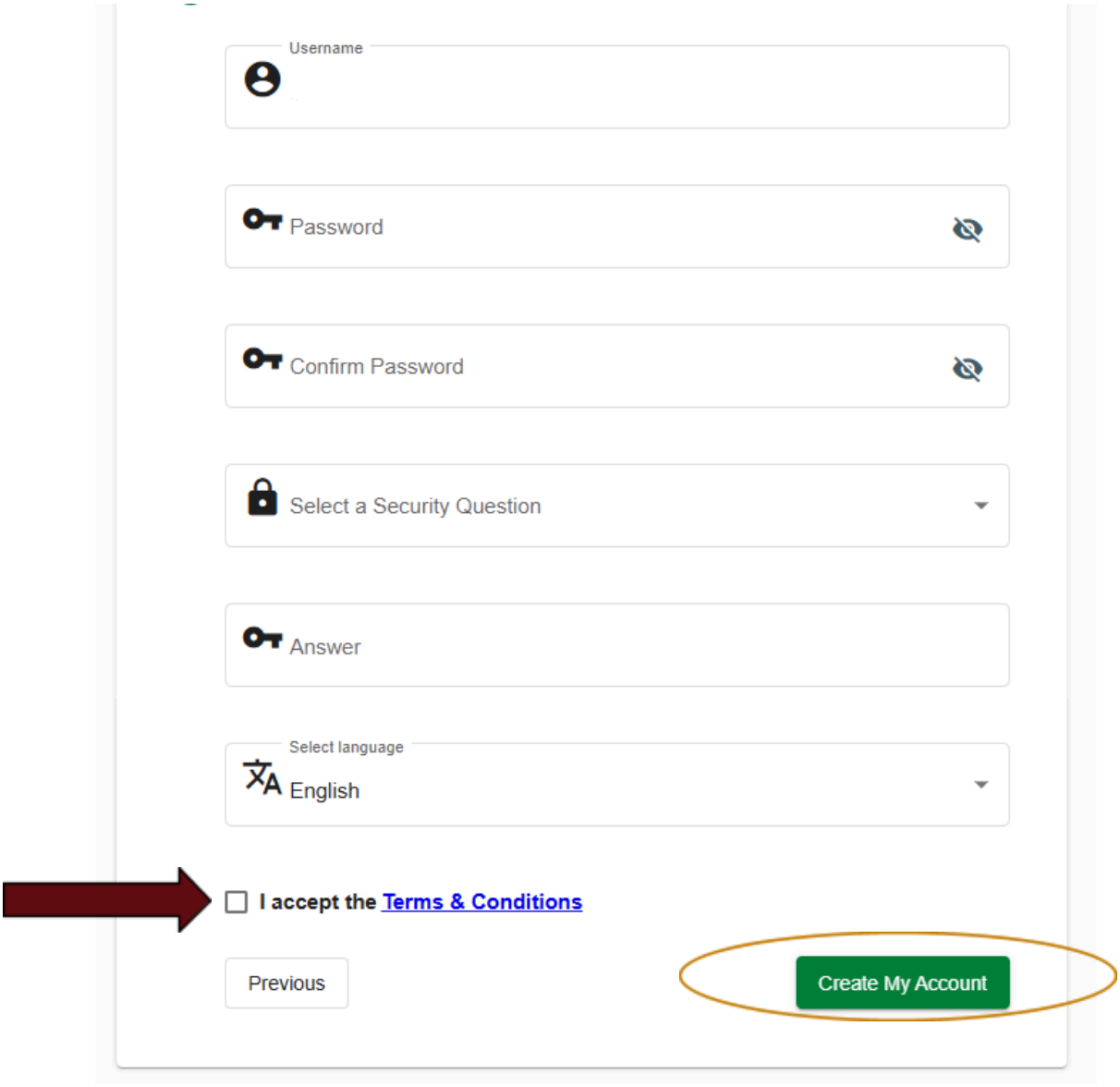
4. Enter the school you work for, then click **Next**



5. Enter your information, then click **Next**
    a. **First Name**
    b. **Last Name**
    c. ***Email***
        Please use your District email, ex, pthao@sspps.org
    d. ***Phone Number***



6. Your *username* will be your **email address**.
    a. Create a **password and security question**
    b. Read the Terms and Conditions, and click the check box ✔
    c. Click on **Create my Account** to continue

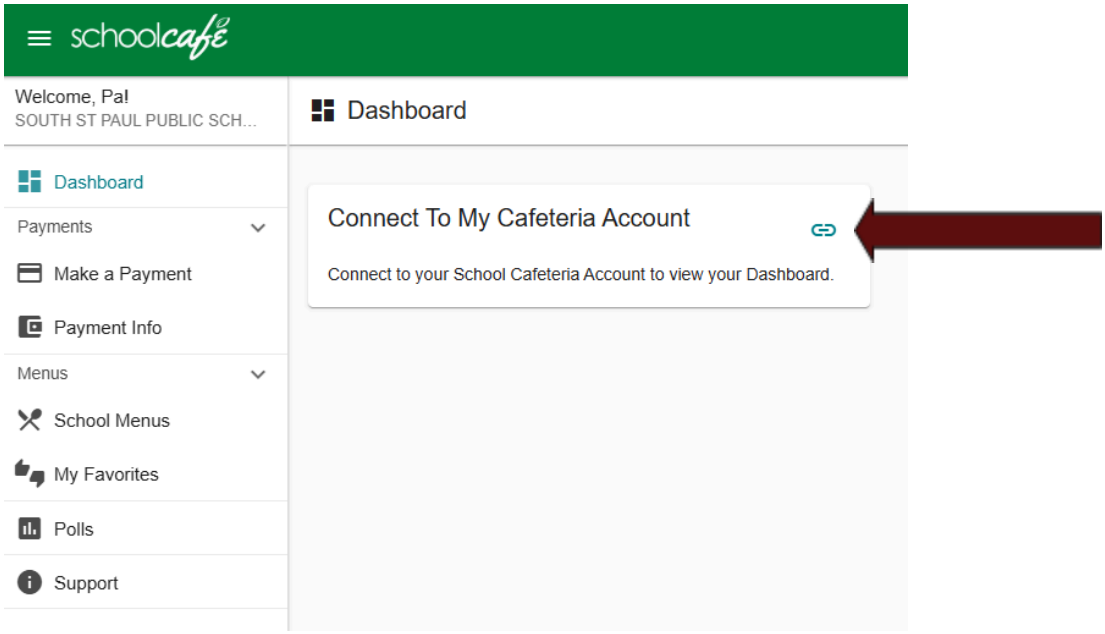


 Before accessing your account, you'll be prompted to enter a verification code.

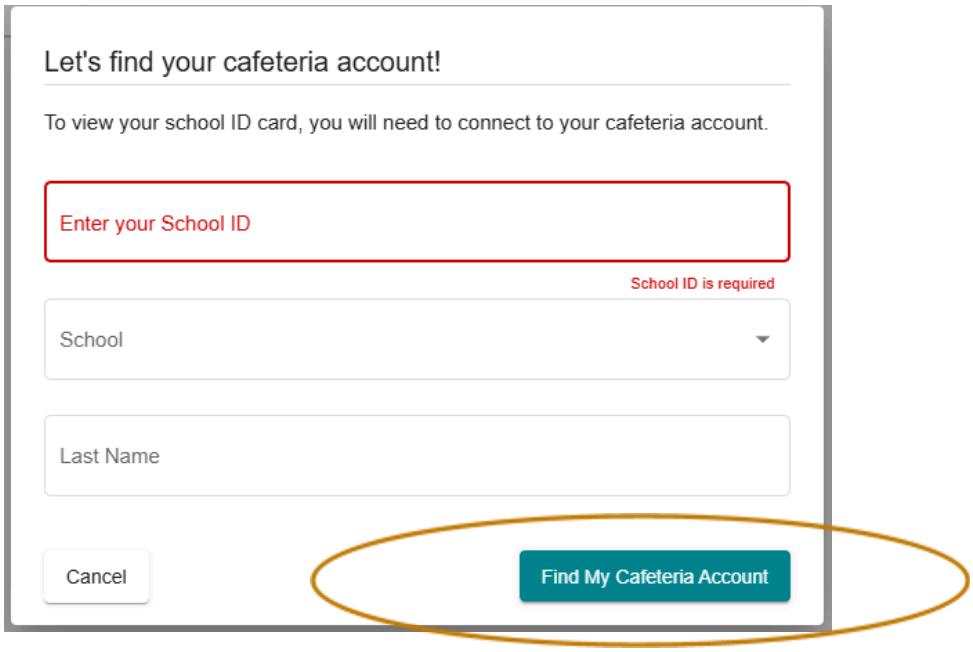
➢ Enter your email and click send code.
➢ Enter the code, click submit.

SchoolCafe Dashboard:

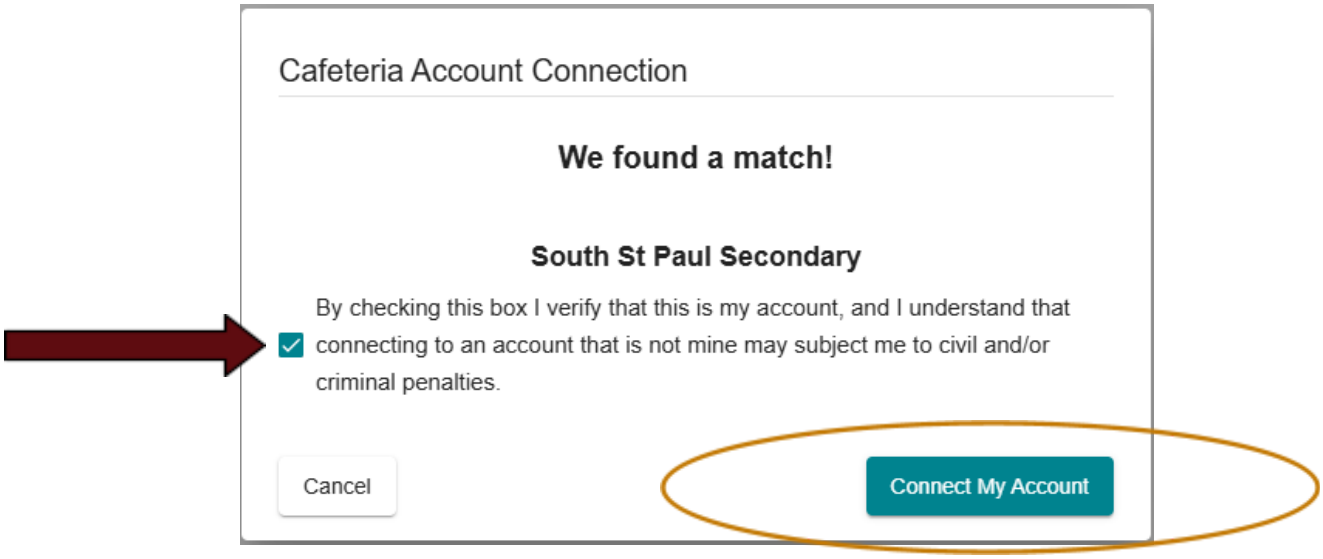
7. Connect to My Cafeteria Account, click on the icon



8. Enter your information, then click **Find my Cafeteria Account**
    a. **School ID** *(Refer back to the email sent to you by Pa Kou)*
    b. **School**
    c. **Last Name**

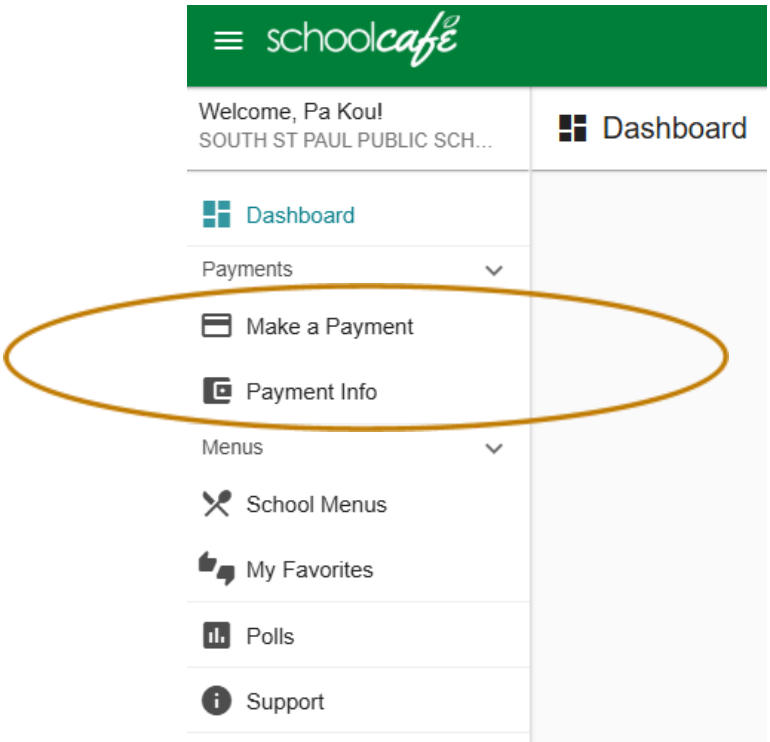


9. Click the **check box ✔**, then click **Connect My Account**.



You're all done. 🙂

10. To add a payment, click on Make a Payment or input your Payment Info.



- On your Dashboard,
  - your account balance will be displayed.

- You can set up your Automactic Payments and Low Balance Alerts.

★ ***<u>Reminder</u>: Be sure to have a positive balance before getting your meals.***

For any questions along the way, please reach out to *Pa Kou Thao, Nutrition Services Program Specialist*, at pthao@sspps.org.