

Dear Parents and Guardians,

Our school uses an online service and Cafeteria POS software system. This will allow you to monitor your children's lunchtime purchases, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low(you need to set up that feature). Student debit account deposits can be made through ACH payments or by credit card. Each child's account will be updated nightly so that account balance information and payments will be current as of the following day.

In order to take advantage of this convenient new service, you will need to create a parent account. This requires you to: Go to [www.myschoolaccount.com](http://www.myschoolaccount.com).

1. Click "Create Account" on the top menu bar.
2. Fill in the required information on the "Parent Account Sign-Up page."
3. Choose St. Pius X from the "School District" drop down menu.
4. Create a User ID and Password.
5. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your *children's student ID\*\** numbers. **Important: your children will need to know their 4 digit numbers for entering on a key pad at lunch.**
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. There will be a per transaction convenience fee associated with each deposit. ***The website, [www.myschoolaccount.com](http://www.myschoolaccount.com) is a great way to keep track of your child's balance and activity on their account. It is your responsibility to keep track of your child's balance. There will be no phone calls made in reference to a balance. If their account is negative 12.00 or more a brown bag lunch(cereal,milk,fruit)will be provided at a rate of \$1.50.***

***Please remember payments via credit card take 24 hours to post to your child' s account.***

Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this or any other food service program, please contact the Cafeteria Manager, Kim Laret at (614) 866-6050 ext. 228.

Sincerely,

Kim Laret

\*Questions regarding the [www.myschoolaccount.com](http://www.myschoolaccount.com) service should be directed to [support@myschoolaccount.com](mailto:support@myschoolaccount.com).

\*\* If you do not remember your children's 4 digit number, they can be obtained by contacting the Cafeteria Manager, Kim Laret at (614) 866-6050 ext. 228 or email at [klaret@cdeducation.org](mailto:klaret@cdeducation.org)