

Welcome to the St. Alphonsus School Automated Lunch Program System.

Our automated system will allow you to monitor your children's lunchtime purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, and have an email reminders sent to you when an account balance gets low.

In order to take advantage of this convenient new service, you will need to create a parent account. This requires you to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com).
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose [DISTRICT\_NAME] from the "School District" drop down menu.
5. Create a User ID and Password
6. 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. The ID number can be obtained by contacting Katie Cech, Food Service Manager, at [cech@st-alphonsus.org](mailto:cech@st-alphonsus.org).

4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

5. If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, \$10.00 payment to each student, total charge would be \$32.00.

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. Student debit account deposits can be made through ACH payments or by using Debit/Credit Cards. Please note that there are additional charges associated when making a payment online. When using an ACH payment there will be an additional \$2.00 charge per transaction. When using Debit/Credit Cards, there will be a 4.75% charge of the total transaction amount.

As always, we will allow you to make payments to your child's account with no additional fees by sending in a minimum cash or check payment of \$20.00 via backpack mail. Please ensure that this payment is in an envelope labeled with your child's name, Cougar Cafe, and if necessary the amount to be divided among multiple children. If no division of funds is indicated then the entire amount will be credited to the oldest child's account. Each child's account will be updated nightly so that account balance information and payments will be current as of the following day.

Any money that is not spent by the end of the school year will be available the following school year (unless your student is graduating and there are no other siblings in the school or your student is not returning to St. Alphonsus).

If you have any questions about this or any other food service program, please contact Katie Cech, Food Service Manager of the St Alphonsus Lunch Room, at 414-421-1760 EXT 820.