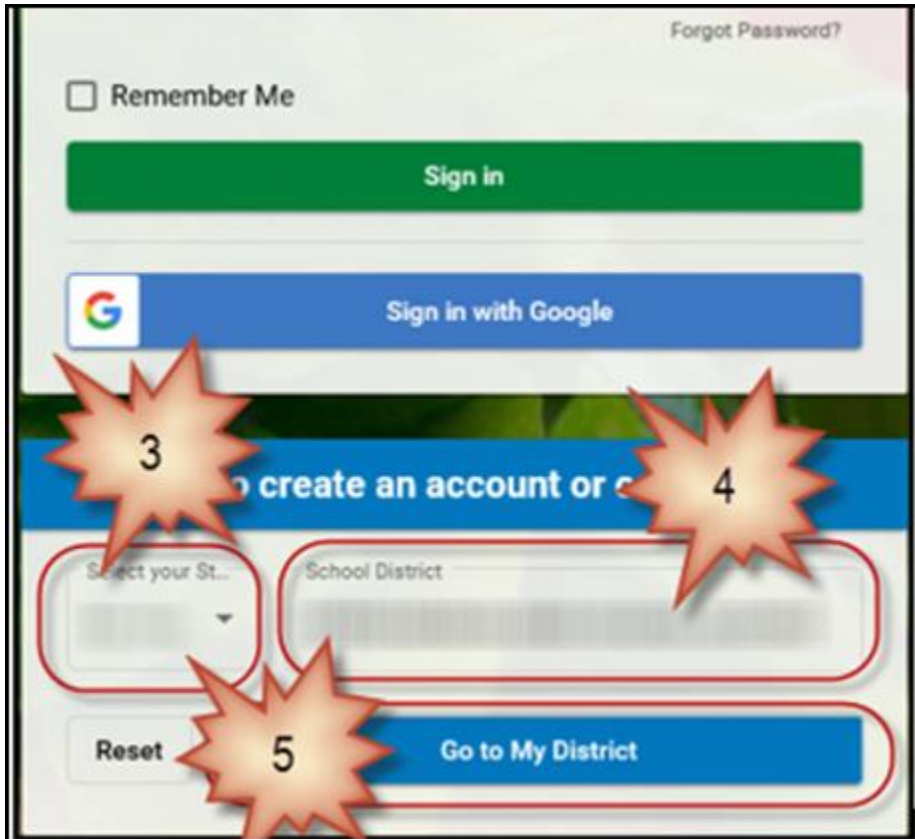


## Instructions for Creating a Student SchoolCafé Account

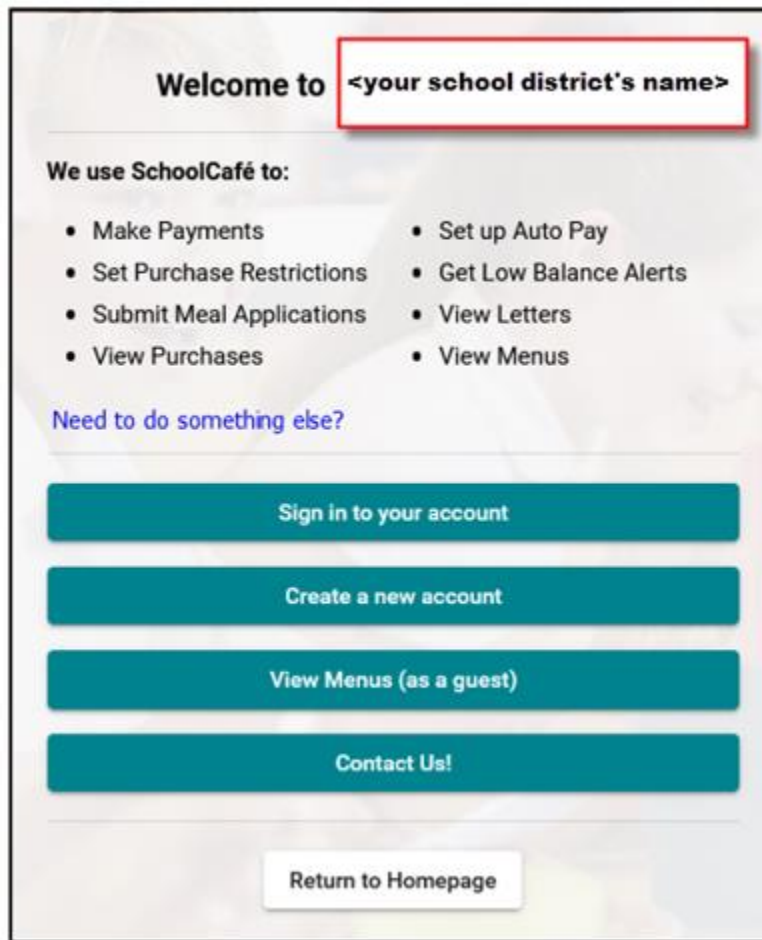
1. Go to the SchoolCafé website at [www.schoolcafe.com](http://www.schoolcafe.com)
  - a. You can continue from the home page of your browser.
  - b. If you are using the SchoolCafé app on your smart phone, the pages will look similar to the following screen shots.
  - c. If you want to install the app, 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.

The screenshot displays the SchoolCafé login and account creation interface. At the top, the 'schoolcafé' logo is shown in green, with the tagline 'Connecting Families to School Nutrition' below it. The login section includes a 'Username' input field with a 'Forgot Username?' link, a 'Password' input field with a visibility toggle icon and a 'Forgot Password?' link, and a 'Remember Me' checkbox. A green 'Sign in' button is positioned below these fields. A blue banner with the text 'Need to create an account or contact us?' is located below the login section. Underneath the banner, there is a 'Select your State' dropdown menu currently set to 'TX - Texas', a 'School District' input field, and a 'Reset' button. At the bottom of the interface, there are two buttons for app installation: 'Download on the App Store' and 'GET IT ON Google Play'.

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.

**schoolcafé**

## Register

**I'm a Parent**  
I want to manage my child's cafeteria account.

**I'm a Student at this District**  
I want to manage my own cafeteria account.

**I'm an Employee of this District**  
I want to manage my own cafeteria account.

**Next**

**Return to My District**

[Terms & Conditions - Privacy Policy](#)

9. Click the radio button for the **I'm a Student at this District** option.

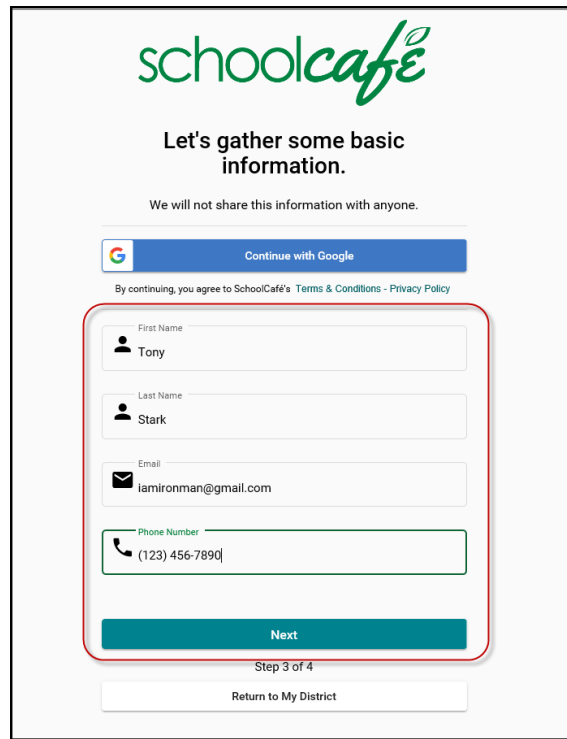
10. Click the **Next** button.

11. The following screen will appear.

The screenshot shows the SchoolCafe interface. At the top is the 'schoolcafe' logo in green. Below it is a 'Select your State' dropdown menu with 'TX - Texas' selected. Underneath is a 'School District' input field. The main heading is 'Now, let's find your school.' followed by a 'School Name' input field. A teal 'Next' button is centered below the input fields. Below the button is the text 'Step 2 of 4'. At the bottom of the form area is a 'Return to My District' button. At the very bottom of the page are links for 'Terms & Conditions' and 'Privacy Policy'.

12. Under **Now, let's find your school** click into the **School Name** field box.
13. Begin typing the name of the school. The system will display a list of schools that match what you are typing.
  - a. Continue typing the name until your school is displayed on the list.
  - b. If you need help with the name of your school, please contact your school district for assistance.
14. Click the name of your school.
15. Click the **Next** button.

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



The screenshot shows the SchoolCafé registration interface. At the top is the 'schoolcafé' logo in green. Below it, the text reads 'Let's gather some basic information.' and 'We will not share this information with anyone.' A blue button with the Google logo and the text 'Continue with Google' is present. Below this is a link: 'By continuing, you agree to SchoolCafé's Terms & Conditions - Privacy Policy'. The main form area is enclosed in a red border and contains four input fields: 'First Name' with the value 'Tony', 'Last Name' with the value 'Stark', 'Email' with the value 'iamironman@gmail.com', and 'Phone Number' with the value '(123) 456-7890'. A teal 'Next' button is located below the form fields. At the bottom of the form area, it says 'Step 3 of 4' and 'Return to My District'.

17. Click the **Next** button.

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

The screenshot displays a registration form titled "You're almost there! Let's set up your account credentials." The form includes the following elements:

- Username:** A text input field containing "iamironman@starkindustries.com". A message below the field states "iamironman@starkindustries.com is available."
- Password:** A text input field with a key icon and a toggle for visibility. The password is masked with dots.
- Password Strength:** A horizontal progress bar ranging from "Weak" (red) to "Strong" (green).
- Confirm Password:** A text input field with a key icon and a toggle for visibility. The password is masked with dots.
- Select a Security Question:** A dropdown menu with the selected question "What is your mother's maiden name?".
- Answer:** A text input field with a key icon.
- Select language:** A dropdown menu with "English" selected.
- Checkboxes:** Two checkboxes: "I accept the Terms & Conditions" and "I certify that I am age 13 or older." Both are currently unchecked.
- Create My Account:** A teal button at the bottom of the form.
- Step 4 of 4:** A small text indicator at the bottom of the page.

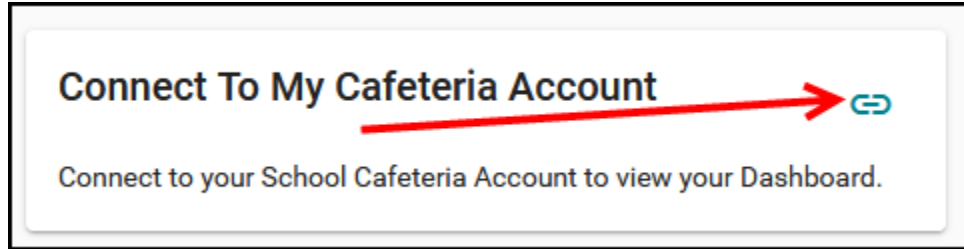
- Enter a username or accept the default username.
  - Enter a password.
  - Enter your password again to confirm it.
  - Select your account's security question.
  - Enter the answer to your security question.
  - Select the language in which you want the website displayed if you want to change the default.
  - Click the box to accept the terms and conditions.
  - 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.

The screenshot shows the SchoolCafé dashboard interface. At the top is a green header with the SchoolCafé logo on the left and user profile, notification, and search icons on the right. Below the header is a white navigation bar with a 'Welcome, [blurred name]' message on the left and a 'Dashboard' title on the right. A left sidebar contains menu items: 'Dashboard', 'Menus' (with sub-items 'School Menus', 'My Favorites'), 'Polls', and 'Support'. The main content area features a pink notification banner about email verification and a white box titled 'Connect To My Cafeteria Account' with a link icon and text: 'Connect to your School Cafeteria Account to view your Dashboard.'



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.

A pop-up window with a white background and a thin grey border. At the top, the title "Let's find your cafeteria account!" is displayed in a bold, dark grey font. Below the title, the text "To view your school ID card, you will need to connect to your cafeteria account." is shown in a smaller, dark grey font. The form contains three input fields: the first is labeled "Enter your School ID" in red text and is highlighted with a red border; the second is labeled "Enter your Birth Date" in dark grey text and includes a calendar icon; the third is labeled "Last name" in dark grey text. At the bottom left is a "Cancel" button, and at the bottom right is a teal "Find My Cafeteria Account" button. A red error message "School ID is required" is positioned to the right of the School ID input field.

23. Enter your student ID in the **Enter your School ID** field box.

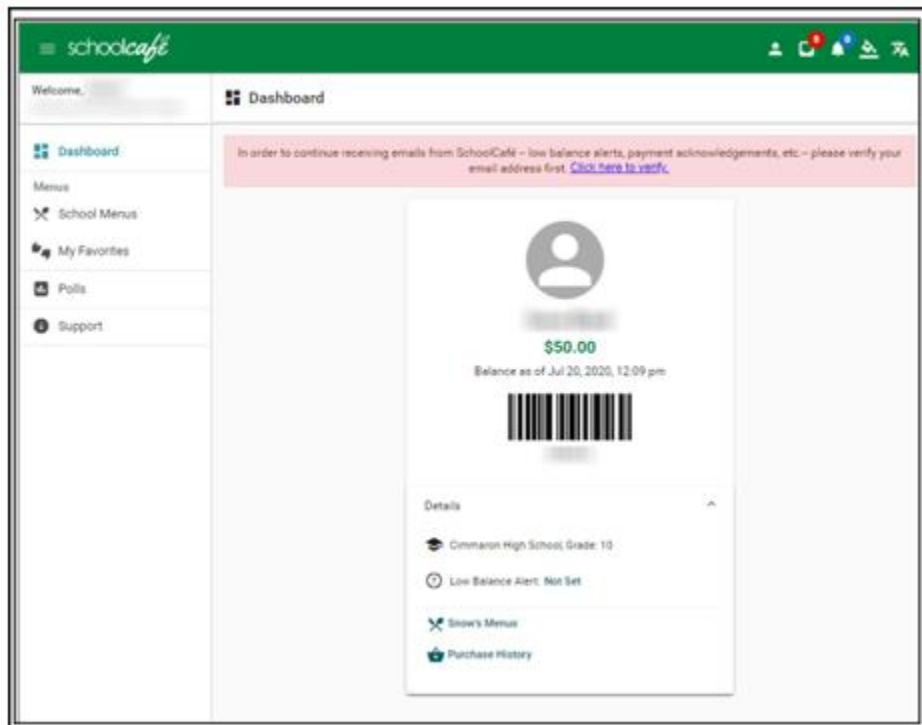
- a. If you need assistance with your student ID, please contact your school district's Child Nutrition office. Their contact information is on the Support page of your SchoolCafé account.

24. Enter your birth date.

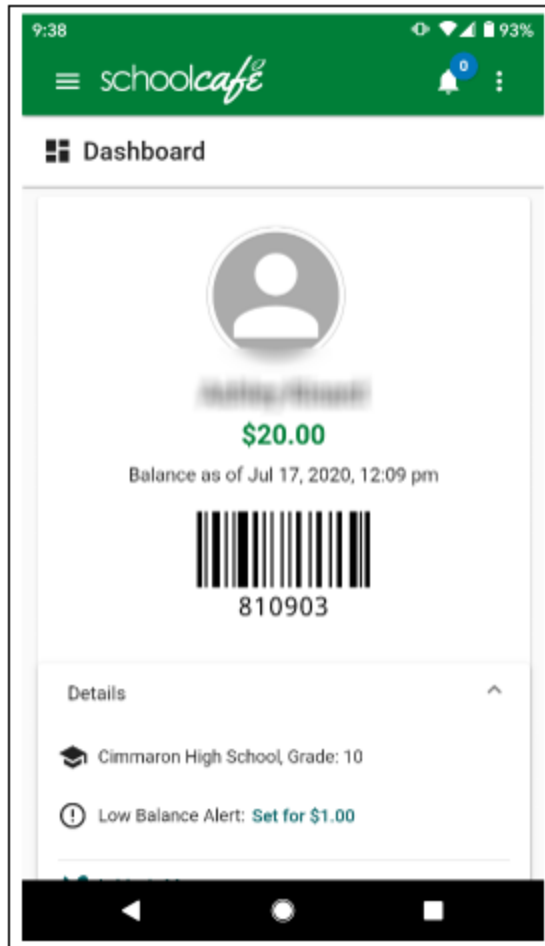
25. Enter your last name.

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.

