AGAWAM PUBLIC SCHOOLS

My School Account

Parent User Guide

ANY QUESTIONS CALL:
413.821.0559
Introduction to MySchoolAccount.com

In this training guide, you will cover the following:

1. Creating an account at myschoolaccount.com
2. Add a Student
3. Remove a Student
4. Set Notification Balances
5. View Lunch Activity
6. Deposit Money to School Lunch Account
7. View Deposit History
8. Transfer Funds between Students
9. Account Options
www.myschoolaccount.com is a service provided to parents that will allow:

- Parent to set up an account with user name and password
- Parent to have access to their children's account via knowledge of the student account number
- Parent to see the last 30 day account history (payments and purchases) and the balance on the account
Create a MySchoolAccount

- To access MySchoolAccount, you must first create an account if you do not already have one.
- Log onto [http://www.myschoolaccount.com](http://www.myschoolaccount.com)
- Click on the Create Account link located on the top right corner of the webpage.
- Fill in the required fields.
- When registration is complete, an email with the verification code will be sent to the email address you used to register.
- When redirected to the Login page, log in using your User ID and Password.
- You will be then be directed to a page prompting you for your verification code (this code is included in the email sent to the parent after registration is completed).
- After you type in your verification code, you will be directed to the MySchoolAccount homepage.
Add a Student

- Log onto http://www.myschoolaccount.com
- Log in using your User ID and Password
- Once you are on the homepage, click on Add a Student under the Your Students category box
Add a Student (cont.)

- Enter the **Student ID** correlated to your student/child
- Click **Add**
When the window appears confirming the student has been added, click **Continue**.

Your school district has moved to a cash-free system, which has the advantages of speeding up the cafeteria lines, providing you with a record of what has been purchased, allowing you to fund future food purchases on-line and significantly reducing the food management costs of the school. There is an annual fee of $40.00 per student which is necessary to pay for the system.

Do you accept the annual fee of $40.00 for Tiffany Rotax (Student ID: 266570713)?

- Yes
- No

Congratulations!

Janele Test (Student ID: 1234) has been successfully added to your parent account.

Continue
Remove a Student

If you accidentally attached the wrong student to your parent account or decide you no longer want the student to be enrolled under the particular parent, then you have the option of removing the student from the account.

- Log onto [http://www.myschoolaccount.com](http://www.myschoolaccount.com)
- Log in using your User ID and Password
- Once you are on the homepage, click on **Remove a Student** under the **Your Students** category box
Under the box **Remove Student from your account**, type in the **Student ID** of the student you want to remove.

Click **Remove** when finished.
A window similar to the one shown below will pop up prompting the deletion of the student.

Click **Confirm Delete**
A window will then appear confirming your deletion.

Congratulations!

Janele Test (Student ID: 1234) has been successfully removed from your parent account.

Click Continue
Set Balance Notification Preferences

Setting up notification preferences would help parents to be notified via email, when your student’s lunch account balance drops below a preset minimum.

- Log onto http://www.myschoolaccount.com
- Log in using your User ID and Password
- Once you are on the homepage, click on Set Balance Notification Preferences under the Your Students category box
Set Balance Notification Preferences (cont.)

- Fill in the **Minimum Balance** field
- Check the box marked **Enabled**
- Fill in the email address you want to have the alerts sent to
- Click **Save**
Once you click **Save**, a page will pop up similar to the one shown below

![Notification Preferences](image)

Click **Continue**
View Lunch Account Activity

- Log onto http://www.myschoolaccount.com
- Log in using your User ID and Password
- Once you are on the homepage, click on **View Lunch Account Activity** under the **Your Students** category box
When the window below appears, click on the **View** link for the student whose account activity you are trying to view.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Account Activity Last 30 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>260596726</td>
<td>Christopher Afaneh</td>
<td>View</td>
</tr>
<tr>
<td>591311418</td>
<td>Lance Beloney</td>
<td>View</td>
</tr>
<tr>
<td>251633553</td>
<td>Amy Busby</td>
<td>View</td>
</tr>
<tr>
<td>253730532</td>
<td>Marcus Horton</td>
<td>View</td>
</tr>
<tr>
<td>255619988</td>
<td>John Roberts</td>
<td>View</td>
</tr>
</tbody>
</table>
Any account activity for the student will be displayed under the orange fields.

### Lunch Account Activity

<table>
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<td>View</td>
</tr>
<tr>
<td>255610888</td>
<td>John Roberts</td>
<td>View</td>
</tr>
</tbody>
</table>

### Lunch Account Activity

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Menu Item</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/06/09 12:15</td>
<td>Gatorade / Propel</td>
<td>1</td>
<td>$1.10</td>
<td>$1.10</td>
</tr>
<tr>
<td>10/05/09 12:13</td>
<td>Baked Chips</td>
<td>1</td>
<td>$0.85</td>
<td>$0.85</td>
</tr>
<tr>
<td>10/02/09 12:07</td>
<td>Chicken Salad</td>
<td>1</td>
<td>$1.25</td>
<td>$1.25</td>
</tr>
<tr>
<td>10/02/09 08:10</td>
<td>Breakfast Taco - Bacon</td>
<td>1</td>
<td>$1.75</td>
<td>$1.75</td>
</tr>
<tr>
<td>10/01/09 09:51</td>
<td>Student Breakfast Cash</td>
<td>1</td>
<td>$1.25</td>
<td>$1.25</td>
</tr>
<tr>
<td>10/01/09 06:06</td>
<td>$1.25 Drink</td>
<td>1</td>
<td>$1.25</td>
<td>$1.25</td>
</tr>
<tr>
<td>09/30/09 11:45</td>
<td>Chicken Salad</td>
<td>1</td>
<td>$1.25</td>
<td>$1.25</td>
</tr>
<tr>
<td>09/30/09 08:30</td>
<td>Cereal &amp; Milk</td>
<td>1</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>09/29/09 10:50</td>
<td>Chicken Salad</td>
<td>1</td>
<td>$1.25</td>
<td>$1.25</td>
</tr>
</tbody>
</table>
Deposit Money to Student Lunch Account

- Log onto http://www.myschoolaccount.com
- Log in using your User ID and Password
- Once you are on the homepage, click on Deposit Money to Student Lunch Account under the School Lunch Accounts category box
Deposit Money to Student Lunch Account (cont.)

- Fill in the amount you want to deposit under the **Meal Plan** or the **Ala Carte** Field
- Select your payment method
- Click **Proceed**
- You will be asked to fill in your billing information as well as your payment information
- Click **Proceed** when done
View Deposit History

☐ Log onto http://www.myschoolaccount.com

☐ Log in using your User ID and Password

☐ Once you are on the homepage, click on Deposit History under the School Lunch Accounts category box
A page similar to what is shown below will appear.

Previous transactions dating back to the past 30 days will appear below the orange field.

The cut-off time for on-line payments is midnight (EST) each night. All payments made to the student lunch accounts before midnight (EST) will be posted to the lunch account the same night, and be available to the student in the morning. Payments made after midnight (EST) will not post until the following night.
Transfer Funds Between Students

- Log onto [http://www.myschoolaccount.com](http://www.myschoolaccount.com)
- Log in using your User ID and Password
- Once you are on the homepage, click on Transfer Funds Between Students under the School Lunch Accounts category box
A page similar to what is shown below will appear

Select the appropriate students according to whose account you want to have the money transferred between

Type in the amount of money you want to have transferred

Click Continue
The parent also has the ability to alter the following account information via MySchoolAccount under the box titled **Account Options**:

- Change Personal Information
- Change Email Address
- Change Password
- Change Notification Preferences
Summary Review

In this training session, you have covered the following:

1. Create a myschoolaccount
2. Accept the Annual Fee
3. Add a Student
4. Remove a Student
5. Set Notification Balances
6. View Lunch Activity
7. Deposit Money to School Lunch Account
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