

# AGAWAM PUBLIC SCHOOLS



**Parent User Guide**

**ANY QUESTIONS CALL:  
413.821.0559**



# Introduction to MySchoolAccount.com

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In this training guide, you will cover the following:

1. Creating an account at [myschoolaccount.com](http://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



# About MySchoolAccount

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- [www.myschoolaccount.com](http://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

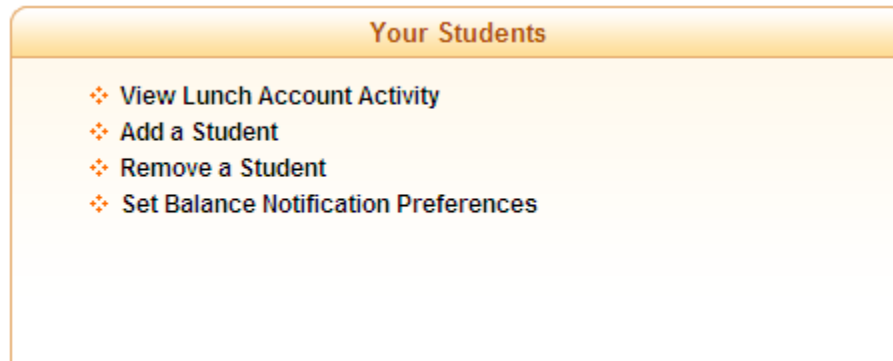
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- ❑ To access MySchoolAccount, you must first create an account if you do not already have one
- ❑ Log onto <http://www.myschoolaccount.com>
- ❑ Click on the **Create Account** link located on the top right corner of the webpage
- ❑ Fill in the required 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

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- ❑ 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.)

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- ❑ Enter the **Student ID** correlated to your student/child
- ❑ Click **Add**

**Add Student to your account**

*To add a student to your parent account, enter the Student ID (provided by your school district) and click the [Add] button. Repeat this for each student to be added.*

*Please note: Parents can have many students linked to their parent account, but a student can only be linked to one parent account.*

Student ID



# Add a Student (cont.)

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- When the window appears confirming the student has been added, click **Continue**

Add Student

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 Rolax (Student ID: 256570713)?

Congratulations!

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

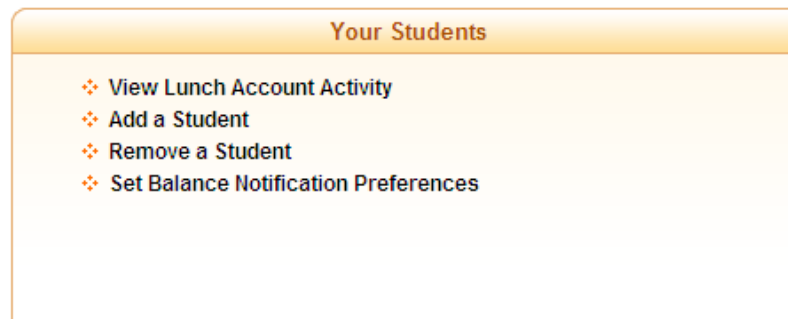


# Remove a Student

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*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>
- ❑ 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





# Remove a Student (cont.)

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- Under the box **Remove Student from your account**, type in the **Student ID** of the student you want to remove
- Click **Remove** when finished

The screenshot displays a web interface titled "Remove Student". It is divided into two main sections:

- Remove Student from your account:** This section contains a blue instruction: "To remove a student from your parent account, enter the Student ID of the student you wish to remove and click on [Remove].". Below this is a text input field labeled "Student ID", followed by "Remove" and "Cancel" buttons.
- Students attached to your account:** This section shows a table with one row of data:

Student ID	Student Name
1234	Janele Test

# Remove a Student (cont.)

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- A window similar to the one shown below will pop up prompting the deletion of the student
- Click **Confirm Delete**

## Confirm Student Removal

You are about to remove Janele Test (Student ID: 1234) from your parent account.

Please keep in mind that the student lunch accounts are maintained by your local school district, [myschoolaccount.com](http://myschoolaccount.com) provides a web portal that allows you to view those accounts. Removing a student from your parent account will not have any effect on the student's lunch account at the school, it will only prevent you from viewing the balance and activity on the account in the future.

Confirm Delete

Cancel



# Remove a Student (cont.)

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- A window will then appear confirming your deletion

Congratulations!

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

Continue

- Click **Continue**

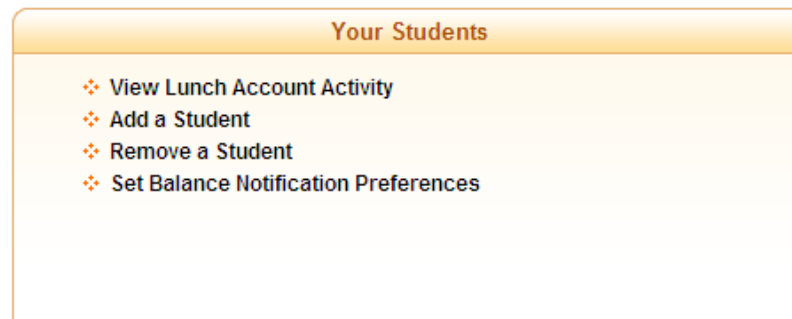


# Set Balance Notification Preferences

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*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.)

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- ❑ 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**

Low Balance Notification

If you would like to be notified, via email, when your student's lunch account balance drops below a preset minimum, enter the minimum balance for each student and check the box to enable the notification. An email will be sent to you when your student's lunch account balance is below the preset minimum.

Email notifications are only sent out when there is sales activity at your local school. If you are using any type of SPAM filtering on your email account, be sure to allow emails from: notification@myschoolaccount.com.

Student ID	Student Name	School	Current Balance	Minimum Balance	Enabled
1234	Janele Test	Orange Lutheran School	0.00	20.00	<input checked="" type="checkbox"/>

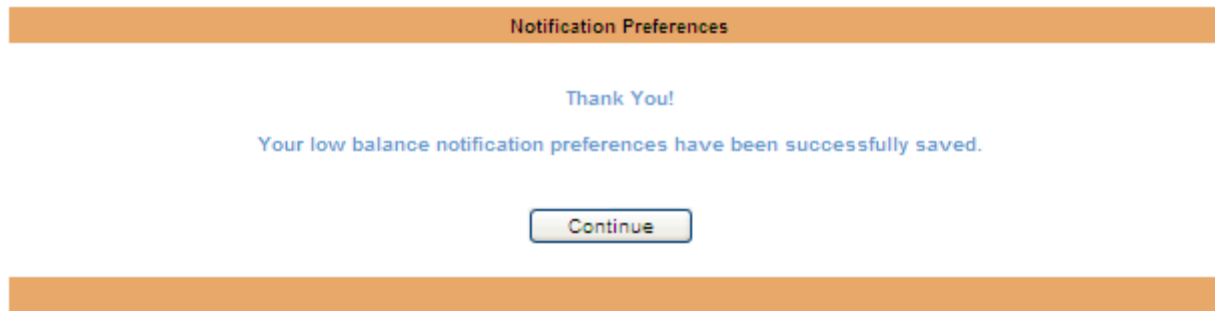
Send email notifications to:



# Set Balance Notification Preferences (cont.)

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- Once you click **Save**, a page will pop up similar to the one shown below



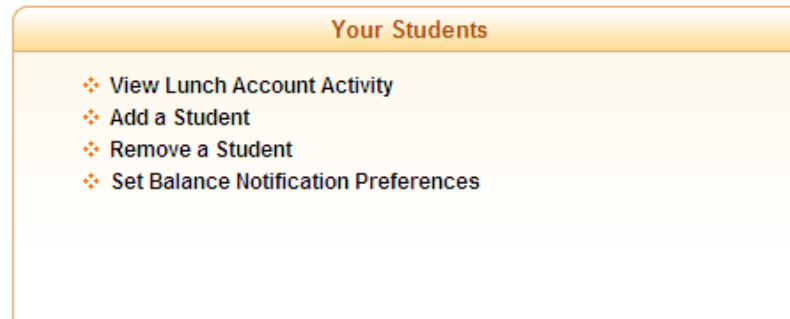
- Click **Continue**



# View Lunch Account Activity

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- ❑ 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




# View Lunch Account Activity (cont.)

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- When the window below appears, click on the **View** link for the student whose account activity you are trying to view

Lunch Account Activity



Student ID	Student Name	Account Activity Last 30 Days
260596726	Christopher Afaneh	<a href="#">View</a>
591311418	Lance Beloney	<a href="#">View</a>
251633553	Amy Busby	<a href="#">View</a>
253730532	Marcus Horton	<a href="#">View</a>
255619988	John Roberts	<a href="#">View</a>

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# View Lunch Account Activity (cont.)

- Any account activity for the student will be displayed under the orange fields

Lunch Account Activity



Student ID	Student Name	Account Activity Last 30 Days
260596726	Christopher Afaneh	<a href="#">View</a>
591311418	Lance Beloney	<a href="#">View</a>
251633553	Amy Busby	<a href="#">View</a>
253730532	Marcus Horton	<a href="#">View</a>
255619988	John Roberts	<a href="#">View</a>

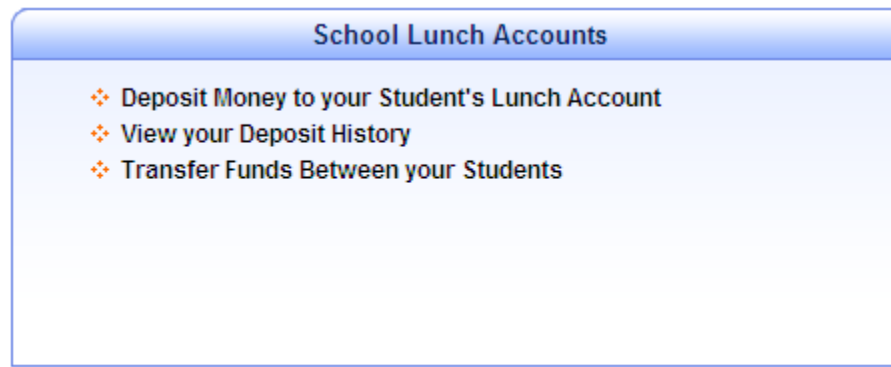
Christopher Afaneh at Coffee High School					
Purchase Date	Menu Item	Qty	Price	Total	
10/06/09 12:15	Gatorade / Propel	1	\$1.10	\$1.10	
10/05/09 12:13	Baked Chips	1	\$0.85	\$0.85	
10/02/09 12:07	Chicken Salad	1	\$1.25	\$1.25	
10/02/09 08:10	Breakfast Taco - Bacon	1	\$1.75	\$1.75	
10/01/09 09:51	Student Breakfast Cash	1	\$1.25	\$1.25	
10/01/09 08:06	\$1.25 Drink	1	\$1.25	\$1.25	
09/30/09 11:45	Chicken Salad	1	\$1.25	\$1.25	
09/30/09 08:30	Cereal & Milk	1	\$1.50	\$1.50	
09/29/09 10:56	Chicken Salad	1	\$1.25	\$1.25	



# Deposit Money to Student Lunch Account

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- ❑ 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

Lunch Account Deposit

To add money to your child's lunch account, simply enter the dollar amount you would like to add on the right side of each student's listing, then select the payment method you would like to use and click the "Proceed" button.

Student ID	Student Name	MealPlan Balance	Ala Carte Balance	Balance Total	Meal Plan Deposit	Ala Carte Deposit
260596726	Christopher Afaneh	\$0.00	\$251.65	\$251.65	<input type="text" value=".00"/>	<input type="text" value=".00"/>
591311418	Lance Beloney	\$15.08	\$595.72	\$610.80	<input type="text" value=".00"/>	<input type="text" value=".00"/>
				Deposit Subtotal		0.00

Select Payment Method

Checking Account Debit (ACH)     Savings Account Debit (ACH)     Credit Card / Debit Card

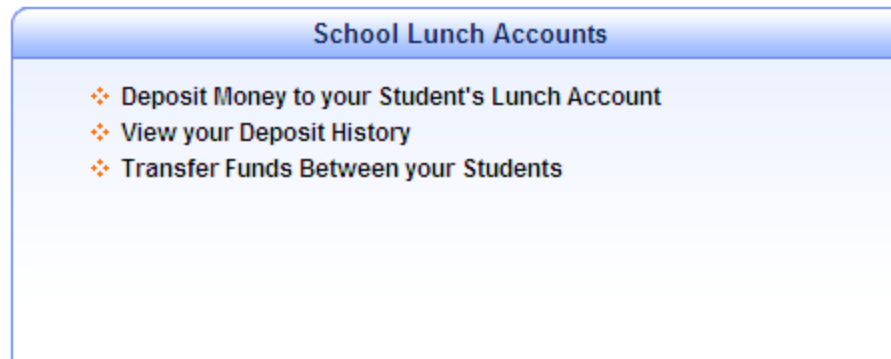
  



# View Deposit History

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- ❑ 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



# View Deposit History (cont.)

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- 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

**View On-Line Payment Transactions**

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.

Id	Date	Fee	Total Amount	Posted to Student Accounts
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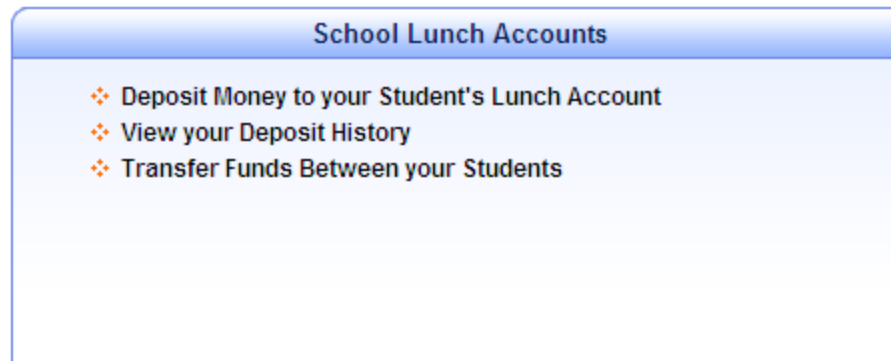
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# Transfer Funds Between Students

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- ❑ Log onto <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



# Transfer Funds Between Students (cont.)

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- 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**

Transfer Funds

Select Student to Debit From:

Select Student to Credit To:

Amount to Transfer: .00



# Account Options

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- 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

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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
8. View Deposit History
9. Transfer Funds between Students
10. Account Options

