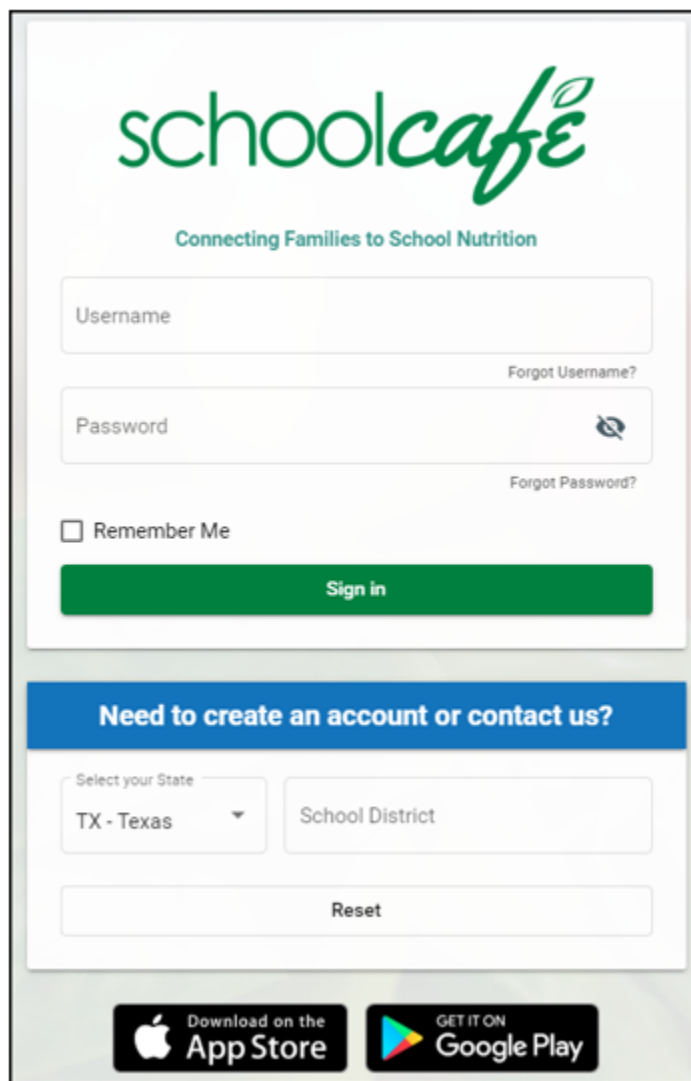


Instructions for Creating a Student SchoolCafé Account

1. Go to the SchoolCafé website at 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.

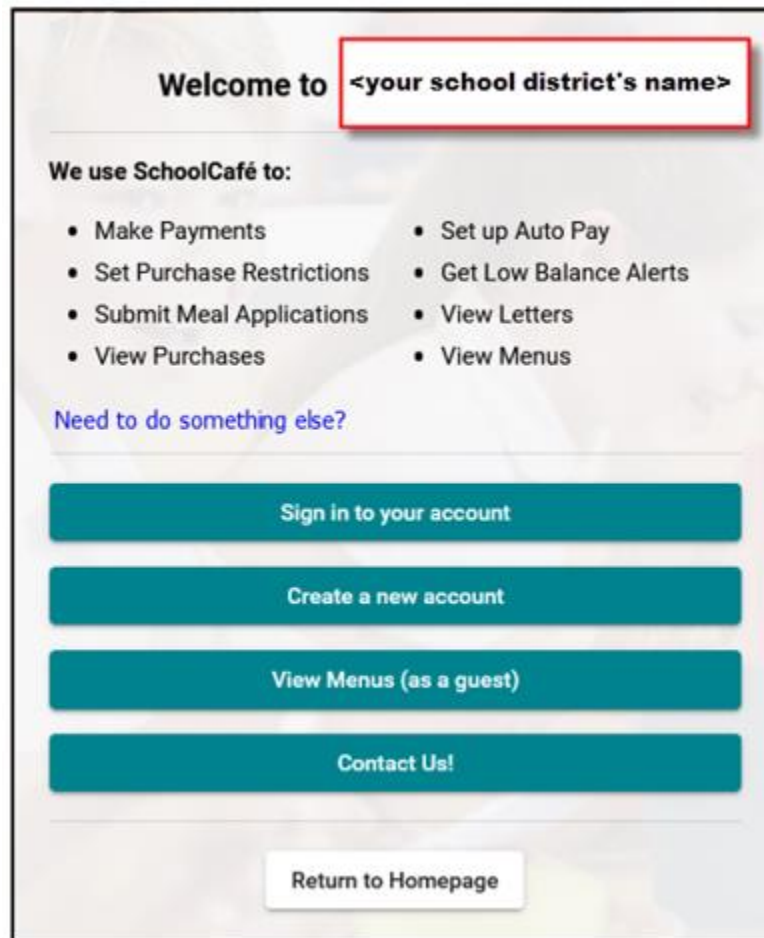


The screenshot displays the SchoolCafé login and account creation interface. At the top, the 'schoolcafé' logo is shown in green, with the tagline 'Connecting Families to School Nutrition' below it. The login section includes a 'Username' field with a 'Forgot Username?' link, a 'Password' field with a toggle icon and a 'Forgot Password?' link, a 'Remember Me' checkbox, and a green 'Sign in' button. Below this is a blue banner with the text 'Need to create an account or contact us?'. Under the banner, there is a 'Select your State' dropdown menu currently showing 'TX - Texas', a 'School District' text input field, and a 'Reset' button. At the bottom, there are two buttons: '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. **Type North East, not NEISD**
 - 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.

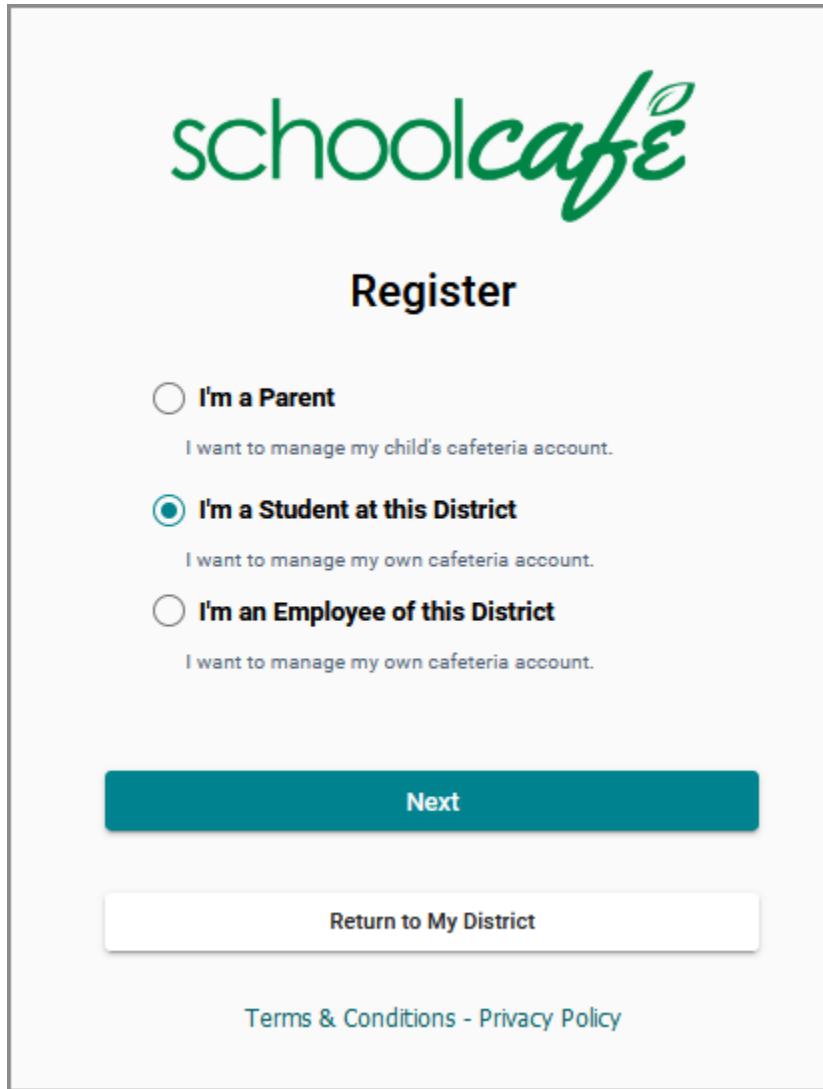
The screenshot shows a web interface for logging in or creating an account. At the top right is a link for "Forgot Password?". Below it is a checkbox labeled "Remember Me". There are two main buttons: a green "Sign in" button and a blue "Sign in with Google" button with the Google logo. A blue banner with white text reads "to create an account or c". Below the banner are two input fields: "Select your St..." (a dropdown menu) and "School District" (a text input field). At the bottom are two buttons: a grey "Reset" button and a blue "Go to My District" button. Three red starburst callouts with numbers are overlaid on the image: callout 3 points to the "Select your St..." dropdown, callout 4 points to the "School District" text input, and callout 5 points to 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.



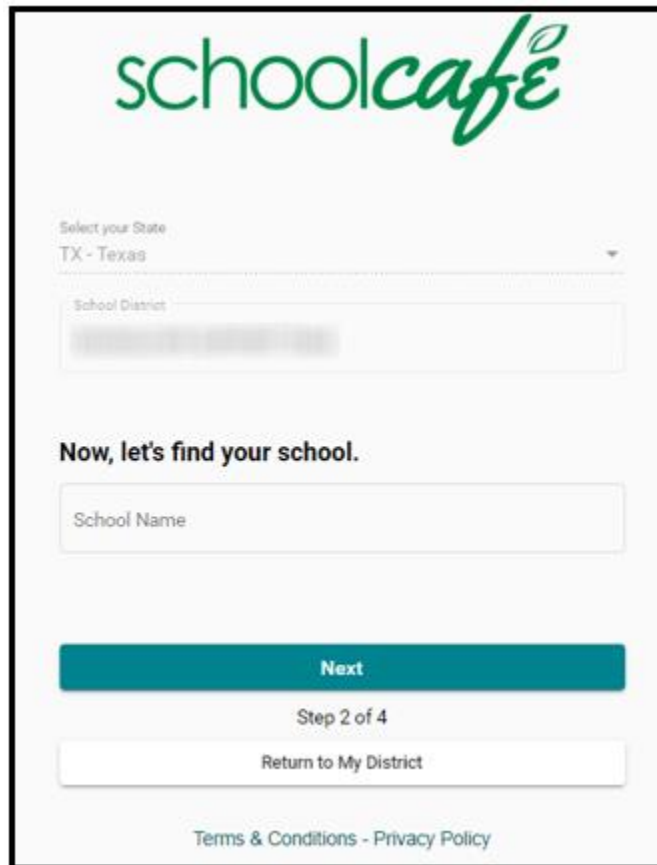
7. Click the **Create a new account** button.

8. The website will display a list of the types of accounts that can be created, as shown below.

The image shows a registration page for 'schoolcafé'. The logo is at the top in green. Below it is the title 'Register'. There are three radio button options: 'I'm a Parent' (unselected), 'I'm a Student at this District' (selected), and 'I'm an Employee of this District' (unselected). Each option has a subtext: 'I want to manage my child's cafeteria account.' for parents, and 'I want to manage my own cafeteria account.' for students and employees. At the bottom, there is a teal 'Next' button, a white 'Return to My District' button, and a link for 'Terms & Conditions - Privacy Policy'.

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

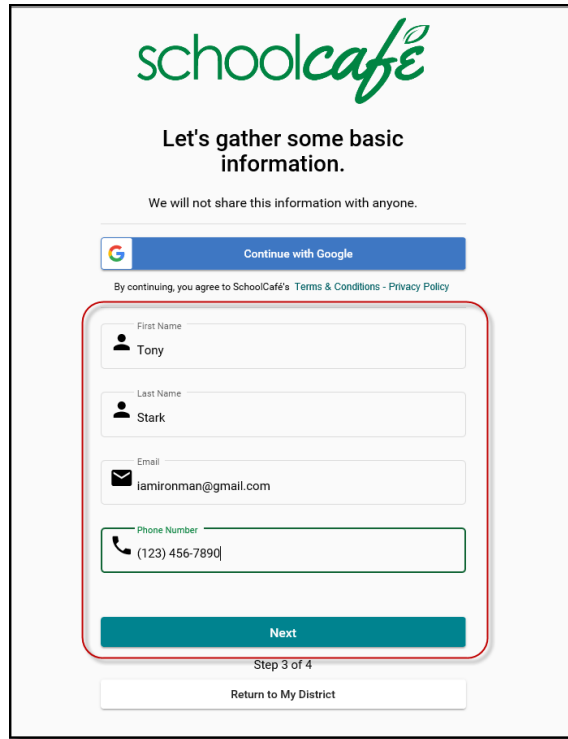
11. The following screen will appear.



The screenshot shows the SchoolCafe website interface. At the top is the 'schoolcafe' logo in green. Below it is a dropdown menu for 'Select your State' with 'TX - Texas' selected. Underneath is a text input field for 'School District' with a blurred placeholder. The main heading is 'Now, let's find your school.' followed by a text input field for 'School Name'. Below the input fields is a large teal button labeled 'Next'. Under the 'Next' button is the text 'Step 2 of 4'. Below that is a white button labeled 'Return to My District'. At the very bottom, there is a link for 'Terms & Conditions - 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 image shows a registration screen for SchoolCafé. At the top is the SchoolCafé logo in green. Below it, the text "Let's gather some basic information." is displayed. A small disclaimer states, "We will not share this information with anyone." Below this is a "Continue with Google" button. A line of text indicates that by continuing, the user agrees to the Terms & Conditions and 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". Below these fields is a teal "Next" button. At the bottom of the form area, it says "Step 3 of 4". Below the form area is a "Return to My District" button.

schoolcafé

Let's gather some basic information.

We will not share this information with anyone.

 Continue with Google

By continuing, you agree to SchoolCafé's [Terms & Conditions](#) - [Privacy Policy](#)

First Name
Tony

Last Name
Stark

Email
iamironman@gmail.com

Phone Number
(123) 456-7890

Next

Step 3 of 4

[Return to My District](#)

17. Click the **Next** button.

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

You're almost there! Let's set up your account credentials.

Username
iamironman@starkindustries.com

Password
iamironman@starkindustries.com is available.

Password Strength
Weak Strong

Confirm Password

Select a Security Question
What is your mother's maiden name?

Answer

Select language
English

☐ I accept the [Terms & Conditions](#)

☐ I certify that I am age 13 or older.

Create My Account

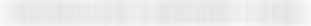
Step 4 of 4

- 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.





Welcome, 


 **Dashboard**

 **Dashboard**

Menus

 School Menus

 My Favorites

 Polls

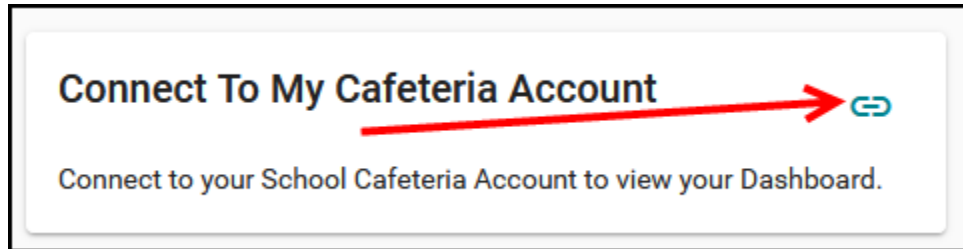
 Support

In order to continue receiving emails from SchoolCafé – low balance alerts, payment acknowledgements, etc.-- please verify your email address first. [Click here to verify.](#)

Connect To My Cafeteria Account

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 title "Let's find your cafeteria account!". Below the title is a message: "To view your school ID card, you will need to connect to your cafeteria account." There are three input fields: "Enter your School ID" (highlighted with a red border), "Enter your Birth Date" (with a calendar icon), and "Last name". A red error message "School ID is required" is next to the birth date field. At the bottom are two buttons: "Cancel" and "Find My Cafeteria Account".

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

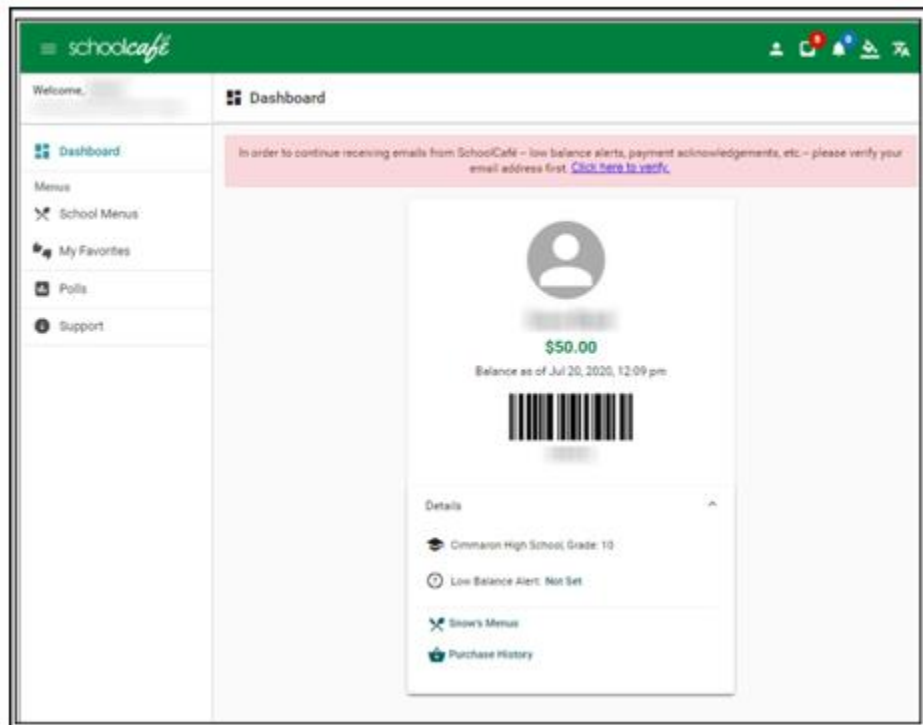
- a. If you need assistance with your student ID, please contact your school district's Child Nutrition office. Their contact information is on the Support page of your SchoolCafé account.

24. Enter your birth date.

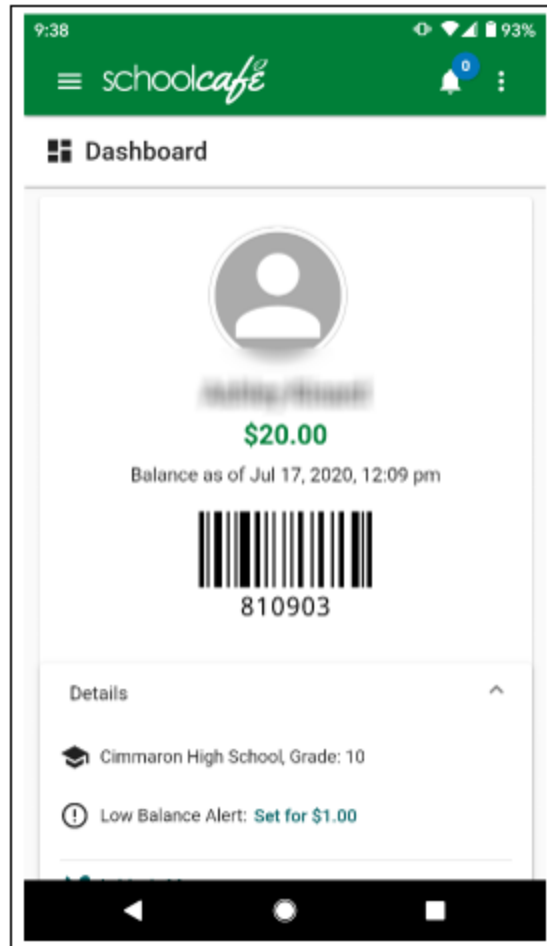
25. Enter your last name.

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.
- 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.

