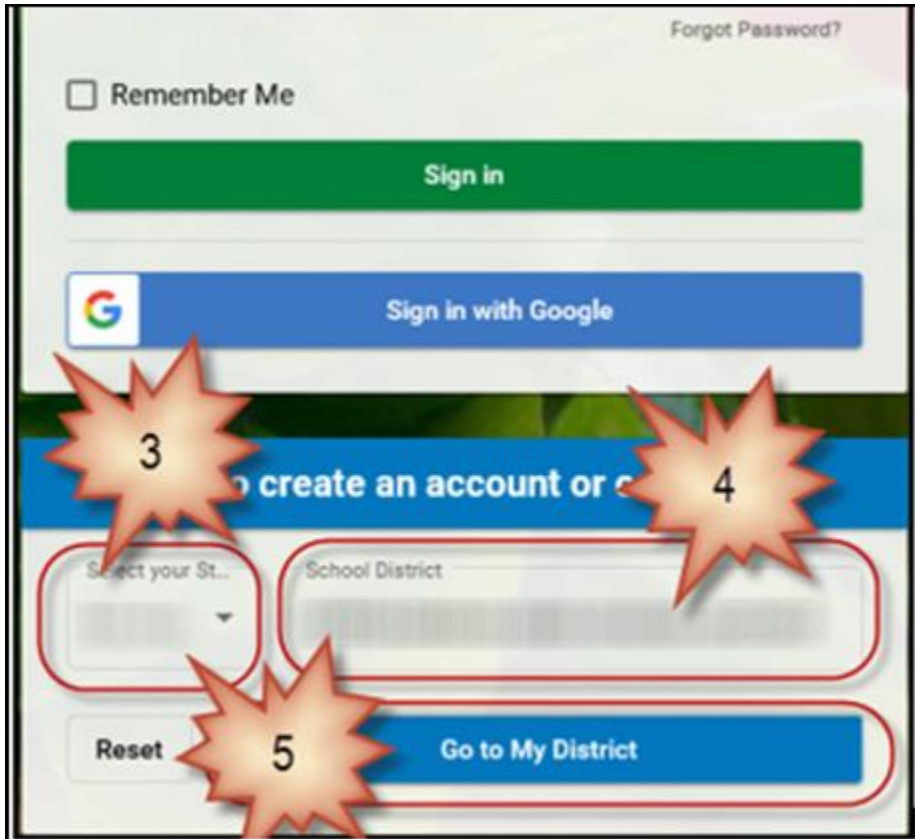


Instructions for Creating a Student SchoolCafé Account

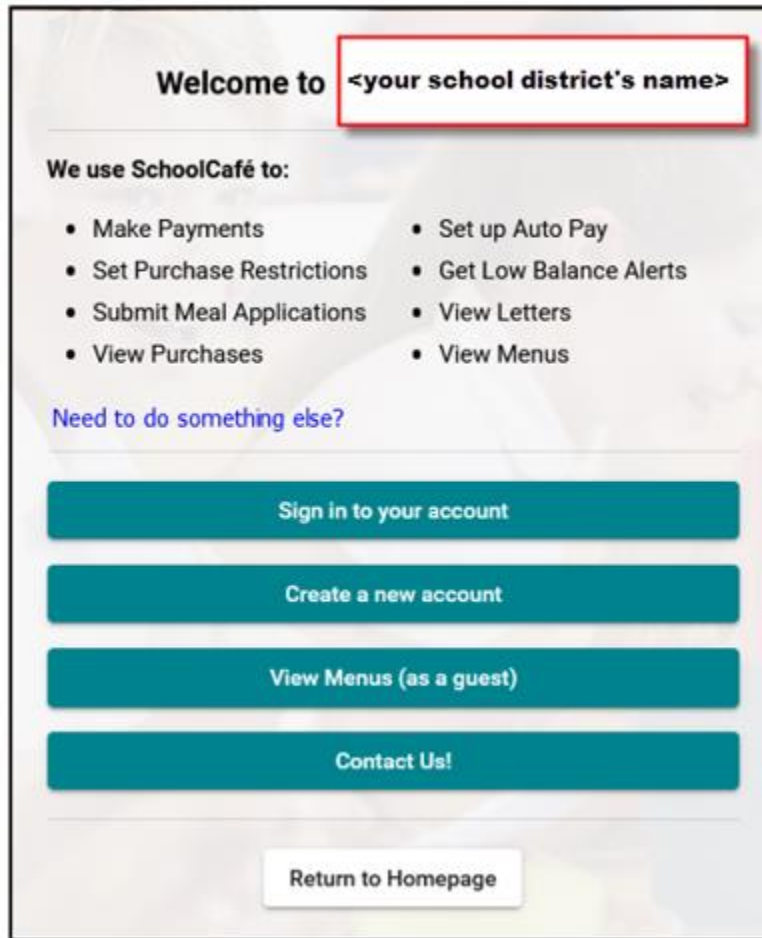
1. Go to the SchoolCafé website at www.schoolcafe.com
 - a. You can continue from the home page of your browser.
 - b. If you are using the SchoolCafé app on your smart phone, the pages will look similar to the following screen shots.
 - c. If you want to install the app, the links to the app stores 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' input field with a 'Forgot Username?' link, a 'Password' input field with a visibility 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.
 - 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.

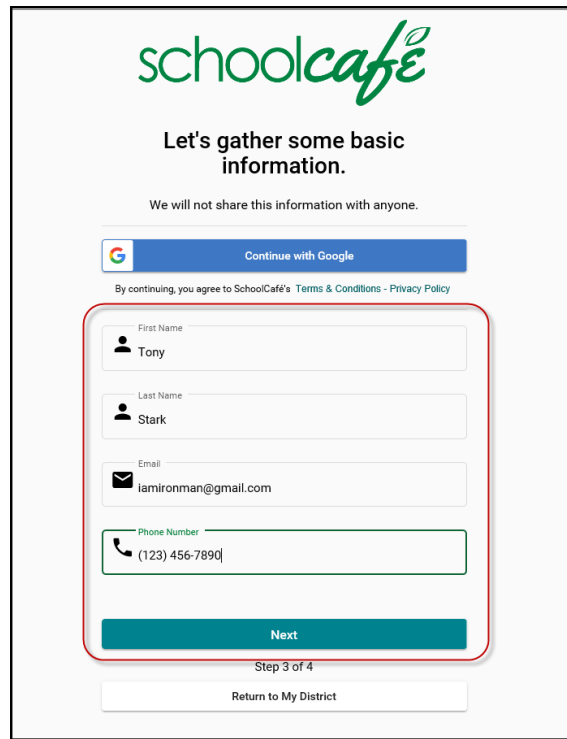
10. Click the **Next** button.

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 large teal 'Next' button is centered below the input fields. Below the 'Next' 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. Below it, the text reads "Let's gather some basic information." and "We will not share this information with anyone." There is a "Continue with Google" button. A small text line says "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". Below these fields is a teal "Next" button. 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:

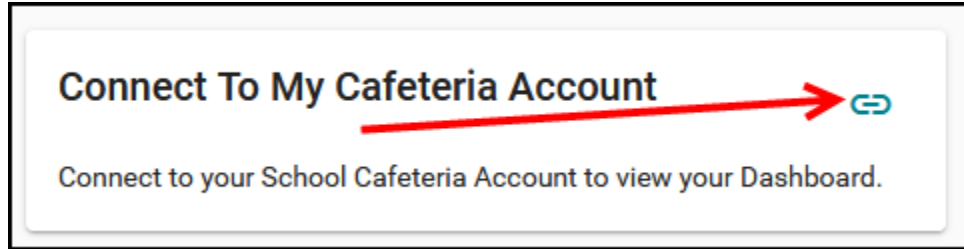
- Username:** A text input field containing "iamironman@starkindustries.com". A green checkmark is visible above the field, and a message below it states "iamironman@starkindustries.com is available."
- Password:** A text input field with a key icon and a toggle for visibility. The password is masked with dots.
- Password Strength:** A horizontal progress bar ranging from "Weak" (red) to "Strong" (green). The bar is currently filled with red, indicating a weak password.
- 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 a lock icon, currently set to "What is your mother's maiden name?".
- Answer:** A text input field with a key icon.
- Select language:** A dropdown menu with a flag icon, currently set to "English".
- Checkboxes:** Two checkboxes at the bottom: " I accept the Terms & Conditions" and " I certify that I am age 13 or older."
- Create My Account:** A prominent teal button at the bottom of the form.
- Step 4 of 4:** A small text indicator at the very 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. 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, the page is divided into a left sidebar and a main content area. The sidebar contains a 'Welcome' message, a 'Dashboard' link, and a 'Menus' section with links for 'School Menus', 'My Favorites', 'Polls', and 'Support'. The main content area features a pink notification banner about email verification, followed by a white box titled 'Connect To My Cafeteria Account' with a link icon and the 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. The title "Let's find your cafeteria account!" is at the top in a bold, dark grey font. Below the title is a line of text: "To view your school ID card, you will need to connect to your cafeteria account." There are three input fields: the first is labeled "Enter your School ID" and has a red border; the second is labeled "Enter your Birth Date" and has a calendar icon; the third is labeled "Last name". Below the "Enter your School ID" field is a red error message: "School ID is required". At the bottom left is a "Cancel" button, and at the bottom right is a teal "Find My Cafeteria Account" button.

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.

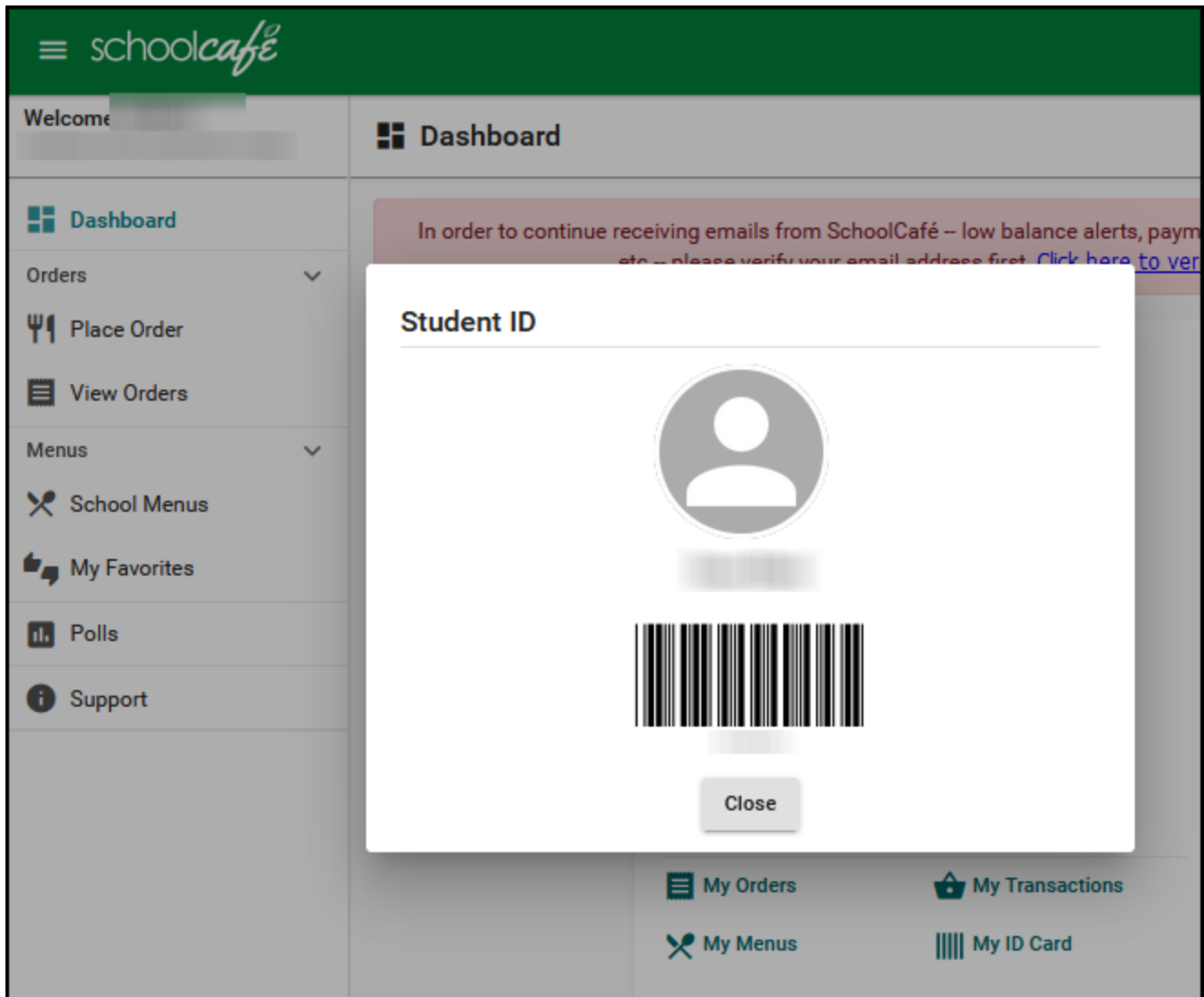
25. Enter your last name.

26. Click the **Find My Cafeteria Account** button.

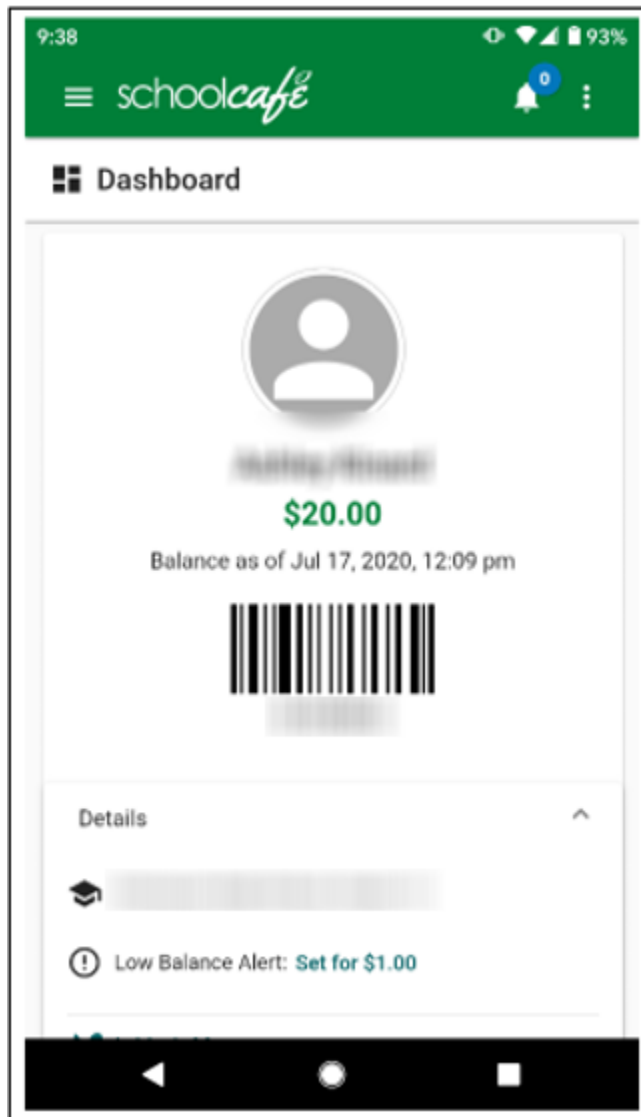
27. If the information you entered is matched by the system, you will see an image displayed on your dashboard similar to the example below.
- a. If the system is unable to match your information, please see instructions further below.
28. Click the **My ID Card** icon.

The screenshot shows the SchoolCafé dashboard interface. At the top, there is a green header with the SchoolCafé logo and user profile icons. Below the header, the dashboard is divided into a left sidebar and a main content area. The sidebar contains navigation options: Dashboard, Orders (with a dropdown arrow), Place Order, View Orders, Menus (with a dropdown arrow), School Menus, My Favorites, Polls, and Support. The main content area features a pink notification banner at the top stating: "In order to continue receiving emails from SchoolCafé – low balance alerts, payment acknowledgements, etc.– please verify your email address first. [Click here to verify.](#)" Below the banner is a user profile card. The card displays a blurred profile picture, a balance of "\$50.00" with an information icon, and a "Place Order" button. Below the card, there is a "Low Balance Alert: Not Set" notification. At the bottom of the card, there are four links: "My Orders", "My Transactions", "My Menus", and "My ID Card". A red arrow points to the "My ID Card" link.

29. A pop-up window opens with your bar code and student information.
30. You are now ready to use your smart phone to scan your bar code when you go through the lunch line.
 - a. The image below is from the website.



b. The image below is from the SchoolCafé app.



31. 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.

