

Creating an account from a computer

1. [Click here to be directed to the SchoolCafé website](#)
2. Select **“Create a New Account”**
3. Select **“I’m a Parent”**
4. Enter name and contact information and then select **“Next”**
5. Create a username and password you will easily remember, and confirm the password
6. Select a **Security Question and Answer**
7. Read and accept the Terms and Conditions and then select **“Create My Account”**
8. After you create your account a banner will pop up. Click **“Verify your email”**
 - a. SchoolCafé will send a verification code to the email you entered. Go to your email to retrieve the code and enter it in the verification code field and click **“Enter.”**

Add Student(s)

9. At the top of your dashboard, select **“Add a student”**
 - a. Enter your student’s information as requested. You will need your child’s student ID number (located below their photo in [Infinite Campus](#))
10. Select **“Search and Verify Student”**
 - a. Verify the student found is accurate and select **“Add this Student”**
11. Repeat these steps to add additional students.

Creating an account from a mobile device

1. Download the SchoolCafé app for Android or iPhone
2. Scroll down and select **“MN”** and type in **“Prior Lake-Savage Area Schools”** then click **“Go to My District”**
3. Click **“Create a new account”** or you can continue to **“View menus as a guest”** (menus will be available Aug. 15)
 - a. As a guest, you can only view menus and nutrition/allergen information and you must enter your state and district each time you log in
 - b. Creating an account allows you to save dietary preferences, apply for benefits, save trays, save dietary preferences, set per-day spending restrictions
 - i. **FeePay:** add money to your account, set up auto-pay, receive low-balance alerts, view student purchases
4. Follow the prompts— **enter your name and choose a password** to create your account
5. Enter your **student’s ID**, which can be found under the student's photo in [Infinite Campus](#) once logged in.
6. Enter your **child's school**