

ACCOUNT SET-UP INSTRUCTIONS

My School Account

Welcome to My School Account. We are excited to offer an automated/direct deposit system to help you manage your students lunch account and meal plan. This user-friendly system will ensure your children are purchasing your nutrition preferences as well as facilitate a more time effective lunch period.

Step 1:

www.myschoolaccount.com

Step 2:

Click on "Create Account". Complete all fields and click "Next".

Step 3:

Create "Parent Account" (This is four steps.)

*Please note in the school district is "Lakewood Catholic Academy"

Step 4:

Once you verify your information, click "Finish"

Step 5:

Click "Continue"

Step 6:

Log into your school account.

Step 7:

Verify your parent account by entering the code that was automatically emailed to you.

Step 8:

Once you are logged in you will be taken to your "Dashboard" page. Once here click "Manage Students". At this point you will be able to add each student(s) individually.

Step 9:

Add student(s) 4-digit pin number you received in this letter/packet.

Step 10:

Once your student(s) are added, you may now deposit funds to each individual account. Enter amounts for each student account and select method of payment. Click "Make Deposit". Confirm information and click "Proceed".

Step 11:

Enter payment information and click "Proceed".

Step 12:

Click "Pay Now".

****Please note-when you deposit funds electronically there will be a \$2.00 fee. You may send cash or checks into the school without a fee but those funds must be received two days prior to your child being able to access the funds through the system.*