



myschoolaccount.com



PREORDER
PARENT USER GUIDE

INTRODUCTION

In this user guide you will cover the following:

- **Place a Preorder**3
- **Place a Preorder with Insufficient Funds**5
- **Loss of Preorder Info**5



PLACE A PREORDER

- Log onto to **myschoolaccount.com**
- Once you are on the dashboard, click on the **Preorder Icon**.
- The Preorder page will appear. (see figure below)



Signed in as Henry Johnson [MANAGE MY ACCOUNT](#) [LOGOUT](#)

Dashboard Manage Students Deposit Funds **Preorder** eBilling

[ORDER MEALS](#) [ORDER HISTORY](#) [PURCHASE HISTORY](#) [LUNCH MENU](#) [LUNCH COUPONS](#)

SELECT DATE

<< Prev **AUGUST 2012** Next >>

M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Start Date:
End Date:

LEGEND

- Ordering On Hold
- Ordering Closed
- + Add To Cart
- Remove From Cart
- X Already Purchased

ORDER MENU **SELECT STUDENT** Courtney Carver

The 6 Easy Steps for Completing the Meal Preorder Process

1. Using the mini calendar to the left, click on the start and end dates for the date range you'd like to order meals for. If you need to change a date, click the date on mini calendar a second time to deselect it.
2. At this point, if a preorder calendar has been posted, the menu will be displayed for the student listed in the "SELECT STUDENT" drop down menu (located directly above this message). If you need to view / order menu items for another student, use this menu to choose the desired student.
3. Select the menu items to be purchased by clicking the round, green "+" button to the right of each item being offered. If applicable, repeat step 2 to order for multiple students.
4. After finishing all preorder selections for your student(s), click the "Proceed to Checkout" button.
5. Review the entire order, removing any erroneously added items. After verifying the checkout cart lists the correct items for purchase, click the "PROCEED" button.
6. If a payment is not necessary to complete the purchase, click the "ORDER NOW" button on the confirmation window that will appear after the checkout cart page. Otherwise, the payment process will automatically begin prior to receiving this final confirmation window.

Once at the checkout screen, you will be able to view a summary of the items purchased and its associated total cost. The students' projected balance (or final balance) is derived from subtracting the total amount of the preorder purchase, student by student, from that students' current balance.

Compatible with Internet Explorer, Firefox, Chrome, and Safari!

- Using the mini calendar to the left, **click on the start and end dates** for the date range you'd like to order meals for. If you need to change a date, click the date on mini calendar a second time to deselect it.
- At this point, if a preorder calendar (See figure 1.1 on next page) has been posted, the menu will be displayed for the student listed in the "SELECT STUDENT" drop down menu. If you need to view/ order menu items for another student, use this menu to choose the desired student.
- Select the menu items to be purchased by **clicking the round, green "+" button** to the right of each item being offered. If applicable, repeat step 2 to order for multiple students.

PLACE A PREORDER (continued)

- To decrease the amount of items ordered or to remove any item, **click the red “-” (minus) button** to the right of each item.
- After finishing all preorder selections for your student(s), **click the “Proceed to Checkout” button**.
- Review the entire order, removing any erroneously added items. After verifying the checkout cart lists the correct items for purchase, **click the “PROCEED” button**.
- Once at the checkout screen, you will be able to view a summary of the items purchased and it’s associated total cost. The students’ projected balance (or final balance) is derived from subtracting the total amount of the preorder purchase, student by student, from that students’ current balance.
- If a payment is not necessary to complete the purchase, **click the “ORDER NOW” button** on the confirmation window that will appear after the checkout cart page. Otherwise, the payment process will automatically begin prior to receiving this final confirmation window.

The screenshot displays the 'myschoolaccount.com' Preorder page. At the top, it shows the user is signed in as Henry Johnson with links for 'MANAGE MY ACCOUNT' and 'LOGOUT'. The navigation bar includes 'Dashboard', 'Manage Students', 'Deposit Funds', 'Preorder', and 'eBilling'. Below this, there are tabs for 'ORDER MEALS', 'ORDER HISTORY', 'PURCHASE HISTORY', 'LUNCH MENU', and 'LUNCH COUPONS'. The 'ORDER MEALS' tab is active, showing a 'SELECT DATE' calendar for September 2012. The calendar highlights the 4th, 5th, and 6th. A legend indicates that yellow means 'Ordering On Hold', pink means 'Ordering Closed', a green plus icon means 'Add To Cart', a red minus icon means 'Remove From Cart', and red text means 'Already Purchased'. The 'ORDER MENU' section shows a table of items for three dates: 09/04/2012, 09/05/2012, and 09/06/2012. Each row lists the menu item, category, price, and quantity, with a red minus button to the right of the quantity. A 'CHECKOUT CART(0 ITEMS)' button is located at the bottom of the order menu. At the bottom of the page, a summary shows the 'Current Balance' as \$118.75, 'Order Total' as \$0.00, and 'Projected Balance' as \$118.75.

DATE	MENU ITEM	CATEGORY	PRICE	QUANTITY	ORDER
09/04/2012	STUDENT LUNCH (Small)	LUNCH	\$0.75	1	+
	STUDENT LUNCH (Medium)	LUNCH	\$0.90	1	+
	STUDENT LUNCH (Large)	LUNCH	\$1.00	1	+
	FRUIT	Ala Carte Lunch	\$0.50	1	+
	VEGGIE	Ala Carte Lunch	\$0.50	1	+
	BREAD/ ROLL	Ala Carte Lunch	\$0.25	1	+
	MILK	milk	\$0.25	1	+
09/05/2012	STUDENT LUNCH (Small)	LUNCH	\$0.75	1	+
	STUDENT LUNCH (Medium)	LUNCH	\$0.90	1	+
	STUDENT LUNCH (Large)	LUNCH	\$1.00	1	+
	FRUIT	Ala Carte Lunch	\$0.50	1	+
	VEGGIE	Ala Carte Lunch	\$0.50	1	+
	BREAD/ ROLL	Ala Carte Lunch	\$0.25	1	+
	MILK	milk	\$0.25	1	+
09/06/2012	STUDENT LUNCH (Small)	LUNCH	\$0.75	1	+
	STUDENT LUNCH (Medium)	LUNCH	\$0.90	1	+
	STUDENT LUNCH (Large)	LUNCH	\$1.00	1	+
	FRUIT	Ala Carte Lunch	\$0.50	1	+
	VEGGIE	Ala Carte Lunch	\$0.50	1	+
	BREAD/ ROLL	Ala Carte Lunch	\$0.25	1	+
	MILK	milk	\$0.25	1	+

Summary:

Current Balance	\$118.75
Order Total	\$0.00
Projected Balance	\$118.75

Figure 1.1

PLACE A PREORDER WITH INSUFFICIENT FUNDS

Q: What if I am logged into my child's account while making selections and then realized that my child's account has insufficient funds needed to complete the purchase?

A: If while placing a preorder, you notice the student's balance is at a negative or not enough to cover the entirety of the preorder menu transaction, you'll be allowed to add funds to the student's account when you are at the checkout.

LOSS OF PREORDER INFORMATION

Q: What happens if I am in the middle of selecting items for my child and do not complete the checkout process?

A: As items are being added to the checkout cart, record of the parent's selections are being recorded to the MSA web server and is not reliant on storing record of the selections on the user's computer. Once the parent logs into the system again and resumes selection of the preorder items, all previous selections will still be valid and appear in the checkout cart.