



## What is MySchoolAccount?

MySchoolAccount is a mobile app and web based program that allows your student to purchase Emergency Lunches or A la Carte option from Cater Tots. It provides parents with a solution to monitoring their students lunch time funds.

## Who can sign up for MySchoolAccount?

Anyone may sign up for a myschoolaccount. All grades will be required to have an account to purchase an Emergency Lunch. Once available, 2nd through 8th grade will be required to have an account in order to get A La Carte options.

## What do I need to sign up for MySchoolAccount?

Signing up is very simple. Make sure you have these things before heading over to their website.

- 1. Your student's ID number at Heritage Oak.

  Your students ID can be found on the Cater Tots welcome email you received. For any help finding your student ID please contact Cater Tots office only.
- 2. A User ID and password in mind to use for your login.

## How do I sign up for MySchoolAccount?

Go to their website at www.myschoolaccount.com.

- •Click on Create Account on the top right of the web page.
  - Enter necessary information on page 1.
  - On page 2, they will ask for you to create a User ID and password.
  - On page 3, select "Cater Tots/Hope" as the School District.
- •Once this information is submitted, you will receive a verification email.
  - •You have (10) days to activate your parent account.
- •Follow the instructions in that email over to www.secure.myschoolaccount.com, using the verification code provided and the User ID you created you can log in.
- •Once logged in, you have to add your student.
  - •Under the Manage Students Button, Click on "ADD NEW STUDENT"
  - •Use your student ID # to add your student. ID number should be in a 5 number format (ex.05563).
- •To deposit funds into your student account, Click on the Deposit Funds Button on the front page.