

SchoolCafé provides a secure, online system for parents to

- Make payments to their student(s) cafeteria-meal account(s)
- View school menus and menu item nutrition information
- Review your buying history

## Quick Answers

- ✓ **How do I add money/make a payment to my account?** You can continue to pay cash or you can add money through SchoolCafé. Follow the steps in Make a Payment in this guide.
- ✓ **I made an online payment. When can I use the payment?** Your cafeteria account at the school will be credited within 24 hours but may become available as quickly as 2 hours.
- ✓ **Is there a fee or service charge for making online payments?** A convenience fee may be charged for each online payment transaction. For example, if you make a \$20.00 payment and the convenience fee is \$1.00, the total debited from your credit card is \$21.00. The available funds will be \$20.00. Convenience fee amounts vary by school district.
- ✓ **Can I receive notification when my account balance is low?** Yes! Follow the steps in **Set Up a Low Balance Alert** in this guide.
- ✓ **Why was my account locked when making a payment?** After three failed payment attempts, payment function is locked. Contact SchoolCafé to remove the lock.
- ✓ **What happens to the money in my account at the end of the school year?** Your account balance moves with you from year to year and school to school within the division.
- ✓ **How do I receive a refund if I leave ACPS?** Contact the Nutrition Services for assistance with a refund.

## 1 Register

\* You will be asked to verify your security answer and contact information when you request help with your username or password, or other information on your Profile page.

- Click [Register](#)
- Verify “I’m registering as a Student or District Employee” is selected and click [Next Step](#)
- Enter your school district name and then click [Next Step](#)
- Enter your name and contact information, and then click [Next Step](#)
- Set up your username and password
- Select a **Security Question** and enter a **Security Answer**, and click [Next Step](#)
- Click **I’m not a robot** and follow the reCAPTCHA prompts
- Check **I accept the Terms & Conditions** and click [Create My Account](#)

## 2 Add Yourself as a Student

- Click [Students → Student Accounts](#)
- Click [Add a Student](#)
- Enter your **your ID** [and **Lunch PIN**, if asked] and select your **School**
- Click [Search & Verify Student](#)
- Click [Add this Student](#)


## 3 Add Payment Source

- Click [My Account → Payment Sources](#)
- Click [Add a Card](#)
- Enter your **Card Number** and **Card Expiration** date
- Enter a name to associate with this card, if wanted
- Click [Add Card](#)


## 4 Make a Payment

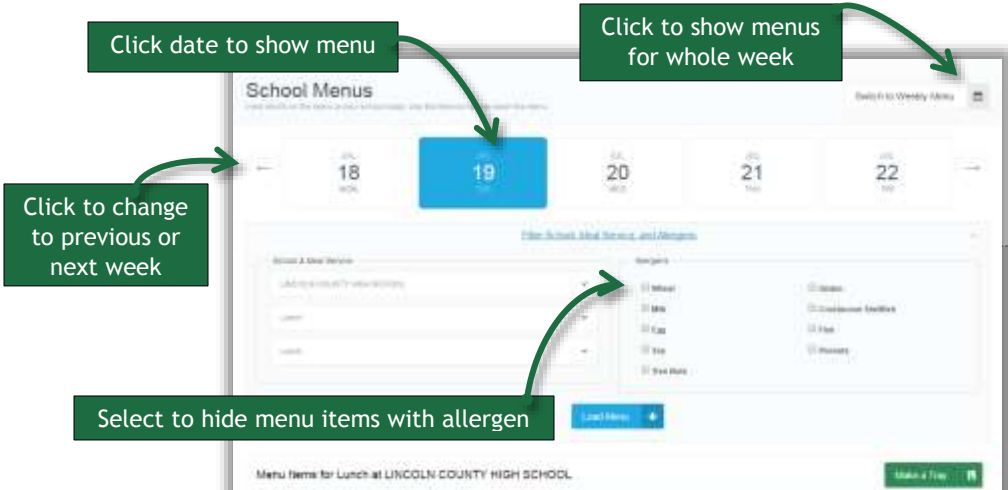
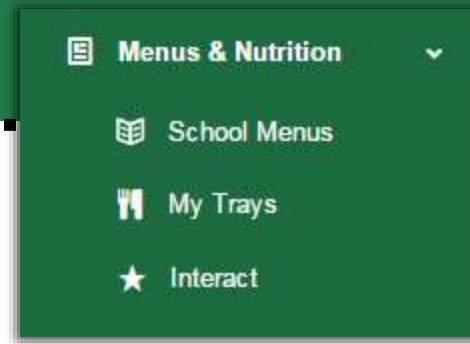
- Click [Students → Student Accounts](#)
- Click [Make a Payment](#)
- Enter **Payment** dollar amount
- Click
- Select a [Payment Method](#), or enter card information for a one-time payment
- Click

## Set Automatic Payment

- Click [Students → Student Accounts](#)
- Click **Automatic Payment** (  ) in a student listing
- Enter **Payment Amount**
- Enter amount in **Balance Threshold** to trigger payment
- Select a **Payment Source**
- Set **Auto Pay Expiration Date** for stop payment date
- Click [Add Automatic Payment](#)

## Set Low Balance Alerts

- Click [Students → Student Accounts](#)
- Click **Low Balance Alert** (  ) in a student listing
- Enter **Threshold** amount
- Enter number of days to elapse between alerts
- Click [Set](#)



- Meal Contribution**
- Shown below menu item name
  - F** Fruit
  - G** Grain
  - M** Milk
  - P** Protein
  - V** Vegetable

**Show menu item ratings & favorites**

- Click **Menus & Nutrition** → **Interact**
- \*Your favorites and rated items are shown by default

**Change a menu item rating or favorite**

- Click a different ★ or ❤️ for a menu item

Item	Average Rating	My Rating	My Favorites
Chicken Burrito	★★★★☆ (11)	★★★★★	❤️
Dinner Roll	★★★★☆ (12)	★★★★★	❤️
Blueberries	★★★★☆ (10)	★★★★★	❤️
Apple	★★★★☆ (8)	★★★★★	❤️



**Rate a menu item**

- a Click the menu item name on the menu
- b Click a ★ in the **Interact** group

**“Favorite” a menu item**

- a Click the menu item name on the menu
- b Click ❤️ in the **Interact** group

**To make a tray**

- a Click **Menus & Nutrition** → **School Menus**
- b Click **Make a Tray**
- c Click **Select** next to menu items to add to **My Tray** (dot turns blue like this ●)—following the listed rules

When you see this, you have created a nutritionally balanced meal that meets current USDA guidelines.

- d Click **Save Meal**

**Lists all selected menu items along with picture, meal contributions, calories, and carbohydrates for each**

**Provides quick summary of meal contributions, calories, and carbohydrates**

**Click to see Fat, Cholesterol, Sodium, and other nutrient values for the selected meal**

**Shows allergens present in the selected meal**

✓ **Tip** To see all the trays that you have created, click **Menus & Nutrition** → **My Trays**