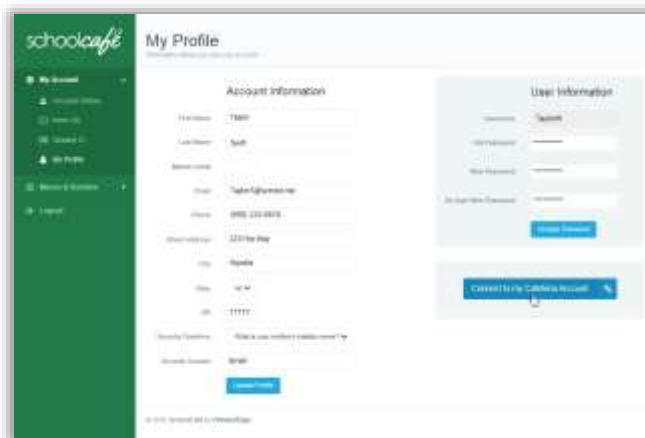




### 1 Register

To register your account with SchoolCafé

- Click [Register](#)
- Select "I'm registering as a Student" and click [Next Step](#)
- Enter/click your school district name and then enter/click your school name; click [Next Step](#)
- Enter your name and personal information, and then click [Next Step](#)
- Set up your username and password, and click [Next Step](#)
- Play the robot game, check the boxes, and click [Create My Account](#)



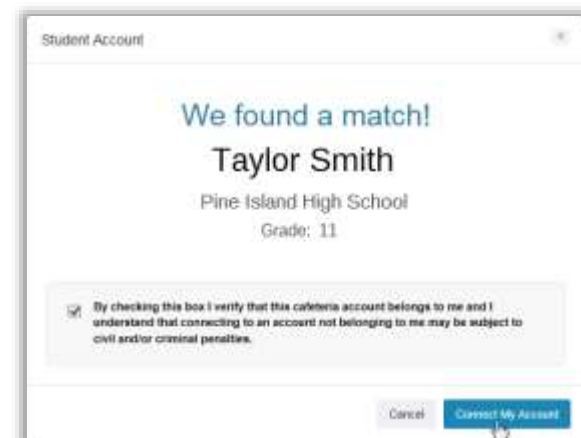
### 2 Secure

To add security to your account

- Click [My Account](#) → [My Profile](#)
- Enter your name and contact information
- Select a **Security Question** and enter a **Security Answer**
- Click [Update Profile](#)

To change my password...

- Click [My Account](#) → [My Profile](#)
- Enter your **Old Password**
- Enter a **New Password**
- Re-type New Password**
- Click [Change Password](#)



### 3 Connect

To connect to your cafeteria account

- Click [My Account](#) → [My Profile](#)
- Click [Connect to my Cafeteria Account](#)
- Enter your Student ID and birthdate, and click [Find My Account](#)
- Check the verify check box and click [Connect My Account](#)

✓ **Tip** After connecting you can see your account balance, access your ID, view your purchase history, and more!

To access my ID card...

- Click [My Account](#) → [Student ID](#)
- Click [Connect to My Cafeteria Account](#)
- Enter your Student ID and Birth Date
- Click [Find My Cafeteria Account](#)
- Check the box and click [Connect My Account](#)

### I want to...

#### See my balance

- Look in the navigation bar above the menus

Balance: \$54.81

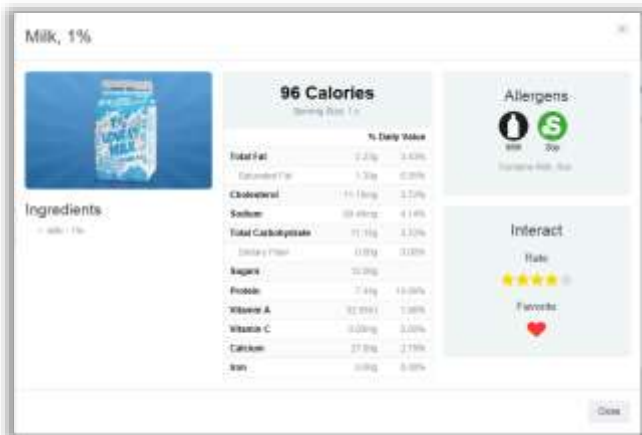
- ✓ **Tip** Your account balance is shown **only** when you are connected to your cafeteria account

#### See a menu

- Click **Menus & Nutrition** → **School Menus**
- Use the calendar arrows to change the displayed week and click a date
- Select a **Meal Service**
- Select a **Serving Line**
- Click **Load Menu**

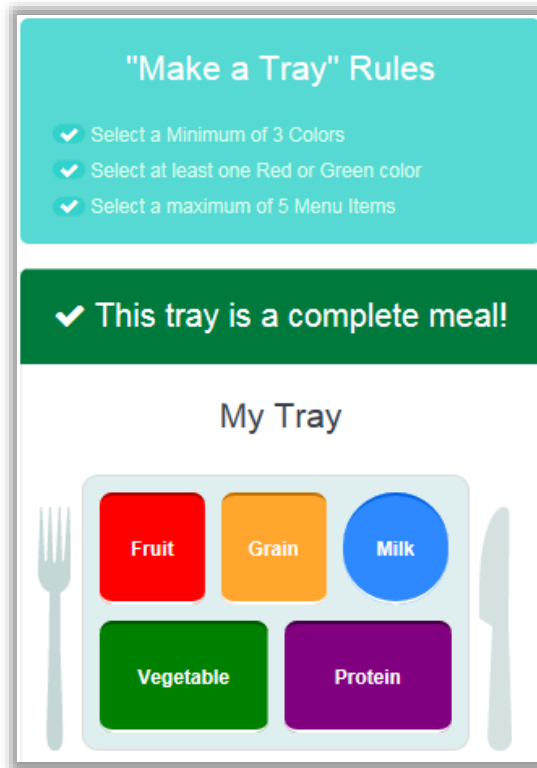
#### See an item's ingredients

- Click **Menus & Nutrition** → **School Menus**
- Load a menu
- Click a menu item name



#### Create a tray

- Click **Menus & Nutrition** → **School Menus**
- To filter out menu items with allergens, select one or more allergens and click **Load Menu**
- Click **Make a Tray**
- Click **Select** next to menu items to add to **My Tray**
- Click **Save a Meal**



#### Show all my trays

- Click **Menus & Nutrition** → **My Trays**



\* Your rated and favorited items are shown by default

#### See my menu item ratings & favorites

- Click **Menus & Nutrition** → **Interact**

#### See all menu item ratings & favorites

- Click **Menus & Nutrition** → **Interact**
- Click **All Items**

#### Rate a menu item

- Click **Menus & Nutrition** → **School Menus**
- Click a menu item name
- Click a **★** in **My Rating**

- ✓ **Tip** To raise or lower your rating, click a different **★** at any time.

#### “Favorite” a menu item

- Click **Menus & Nutrition** → **School Menus**
- Click a menu item name
- Click the **♥** in **My Favorites**

- ✓ **Tip** Ugh...no longer a favorite? Just click the **♥** to “un-favorite” it!