

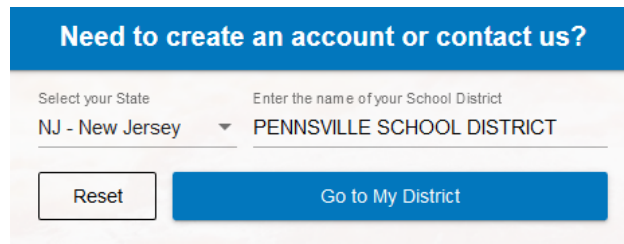
PENNSVILLE SCHOOL DISTRICT

Setting up your School Cafe Account

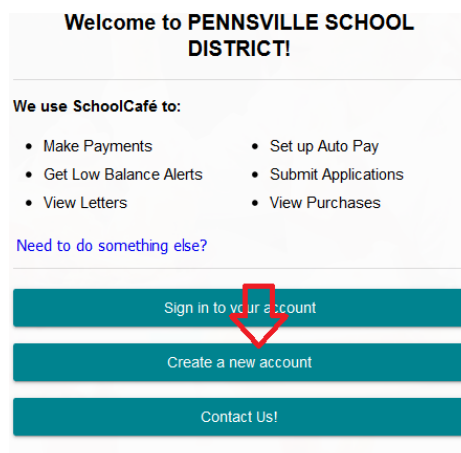
First, log into your PowerSchool parent access account to get your child's student number. If you have multiple children in the district, make sure you get them all. The student numbers can be found on the Balances screen.

Next, go to www.schoolcafe.com

- You'll start under **Need to create an account**



- Select NJ and type PENNSVILLE SCHOOL DISTRICT. **Click Go to My District**



- Select **Create a new account**
- On the next screen, select **I'm a Parent**, click **Next** and confirm the correct information is listed.
- Enter your information - use the email you want linked to your account - and click **Next**
- Set up your username and password and select a security question. Click **Next**
- **Create your account!**

When you are in your account, you can add your students by clicking **Add a Student** and enter your child's student ID number. Select your child's school and click **Search and Verify Student**, then **Add this student**

You will immediately see your child's lunch balance and can add funds to the account right away. When the online lunch applications are available, you'll be able to click Apply and apply for free and reduced lunch in your parent account.