



## **My School Account - Lunch Fees and Balances**

Dear Area 30 Career Center Parents,

Area 30 Career Center utilizes an online service that will allow you to monitor your children's lunchtime purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, transfer funds between students and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments(Checking Account) or by credit card. Each child's account will be updated nightly at around midnight so that account balance information and payments will be current as of the following day.

In order to take advantage of this convenient new service, you will need to create a parent account. This requires you to:

1. Go to **[www.myschoolaccount.com](http://www.myschoolaccount.com)**.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Create a User ID and Password
5. Choose <school district> from the "School District" drop down menu.
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "Verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to **[www.myschoolaccount.com](http://www.myschoolaccount.com)** and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Add your students under **Manage Students, then Add Student. You will need each of your children's student ID numbers which is their lunch PIN.**
4. After the students are added you will be able to view the lunch account activity and make deposits to the student lunch account.

Any money that is not spent by the end of the school year will be available the following school year or refunded. If you have any questions about this or any other food service program, please contact the Area 30 Career Center Office at 765-653-3515.

**Note: If you already have an account for your child's high school, you will still need to create a separate account for Area 30 Career Center.**

**Note: There will be a \$2.00 per transaction convenience fee associated with each deposit. This money does NOT go to Area 30, but to My School Account Service.**