Dear Parents:

Elizabeth Seton High School contracts with an online service that will allow you to fund an account that can be used to prepay cafeteria lunches for your daughter beginning this school year. The account will be associated with her student ID and she will be able to purchase lunches using her id on a pin pad available at the cafeteria cash register. You will be able to monitor the account online and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made by credit card. Each child’s account will be updated nightly so that account balance information and payments will be current as of the following day.

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

- Go to www.myschoolaccount.com.
- Click "Create Account" on the top menu bar.
- Fill in the required information on the "Parent Account Sign-Up page."
- Choose Elizabeth Seton HS from the "School District" drop down menu.
- Create a User ID and Password
- 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. You will need to have your daughter’s student ID available. You can find this out on the parent portal:

- Once you log into the portal (at setonhs.myschoolapp.com) click on your daughter’s name in the upper left corner.
- Then choose the Contact Card tab, located below the header for her information.
- Her student ID will be in the General Information box under her name.

Once you have her student ID and the email with your verification code, go back to the MySchoolAccount website to complete the account creation:

- Go to www.myschoolaccount.com and login using your previously created user ID and password.
- Enter the "verification code" to verify your account and email address.
- Begin adding your children’s information according to the guidelines provided.
- After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.
- The company charges a $2.00 transaction fee no matter what the funding amount.
- If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, $10.00 payment to each student, total charge would be $32.00.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

You are free to choose the amount of each deposit. In addition to funding the account electronically, students can use cash to pay for breakfast or lunch. You may also choose to have any balance from a cash transaction applied directly to this account as another method of funding. Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about account creation, please contact via email only at portalhelp@setonhs.org.