
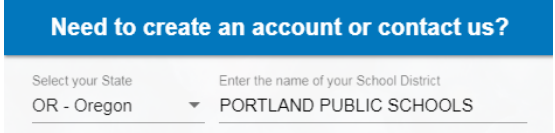


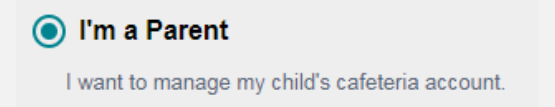

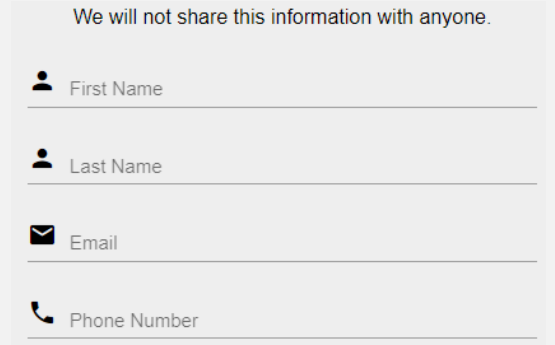



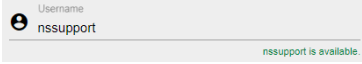
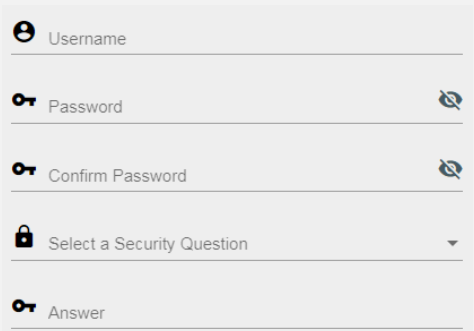

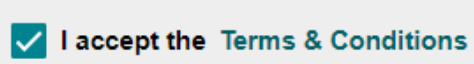


How to Create a SchoolCafé Parent Account

These steps show parents/guardians how to create a SchoolCafé account and deposit funds in their student meal accounts.

<p>Step 1</p>	<p>On a computer, open an internet browser and go to the following website: www.schoolcafe.com.</p> <p>NOTE: The SchoolCafé app is available for Android and iOS mobile devices.</p>	
<p>Step 2</p>	<p>Under Enter the name of your School District Type Portland. The field will auto-populate with Portland Public schools. Click on it.</p>	
<p>Step 3</p>	<p>Click Go to My District.</p>	
<p>Step 4</p>	<p>Click Create a new account.</p>	
<p>Step 5</p>	<p>Select I'm a Parent.</p>	
<p>Step 6</p>	<p>Click Next.</p>	
<p>Step 7</p>	<p>Enter your demographic information:</p> <ul style="list-style-type: none"> • First Name • Last Name • Email • Phone Number 	
<p>Step 8</p>	<p>Click Next.</p>	

How to Create an Adult/Staff Account in SchoolCafé

<p>Step 9</p>	<p>Enter the following:</p> <ul style="list-style-type: none"> • Username – the system will let you know if it is available or not  <ul style="list-style-type: none"> • Enter a Password and confirm it. • Select a Security Question from the drop down menu. • Enter the Answer to the security question. 	
<p>Step 10</p>	<p>Click Next.</p>	
<p>Step 11</p>	<p>Review the Terms & Conditions before checking the two boxes – I accept the Terms & Conditions.</p>	
<p>Step 12</p>	<p>Click Create My Account.</p>	