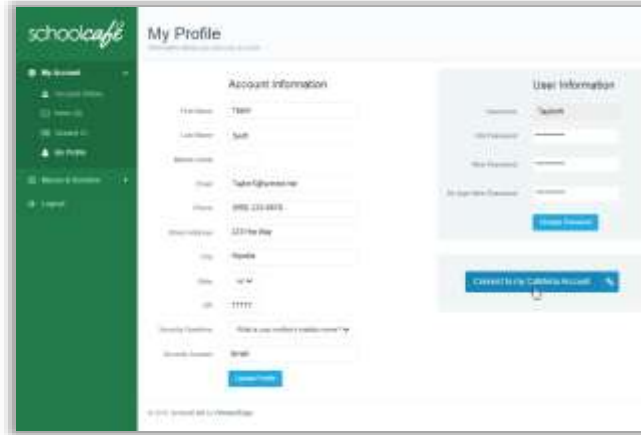# schoolcafé

① Register

To register your account with SchoolCafé

a   Click **Register**

b   Select **"I'm registering as a Student"** and click **Next Step**

c   Enter/click your school district name and then enter/click your school name; click **Next Step**

d   Enter your name and personal information, and then click **Next Step**

e   Set up your username and password, and click **Next Step**

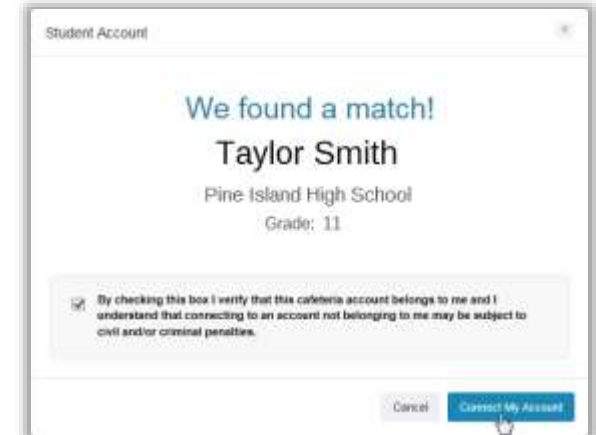f   Play the robot game, check the boxes, and click **Create My Account**

② Secure

To add security to your account

a   Click **My Account → My Profile**

b   Enter your name and contact information

c   Select a **Security Question** and enter a **Security Answer**

d   Click **Update Profile**

To change my password…

1   Click **My Account → My Profile**

2   Enter your **Old Password**

3   Enter a **New Password**

4   **Re-type New Password**

5   Click **Change Password**

③ Connect

To connect to your cafeteria account

1   Click **My Account → My Profile**

2   Click **Connect to my Cafeteria Account**

3   Enter your Student ID and birthdate, and click **Find My Account**

4   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…

1   Click **My Account → Student ID**

2   Click **Connect to My Cafeteria Account**

3   Enter your Student ID and Birth Date

4   Click **Find My Cafeteria Account**

5   Check the box and click **Connect My Account**

Primero sdqs

I want to…

See my balance

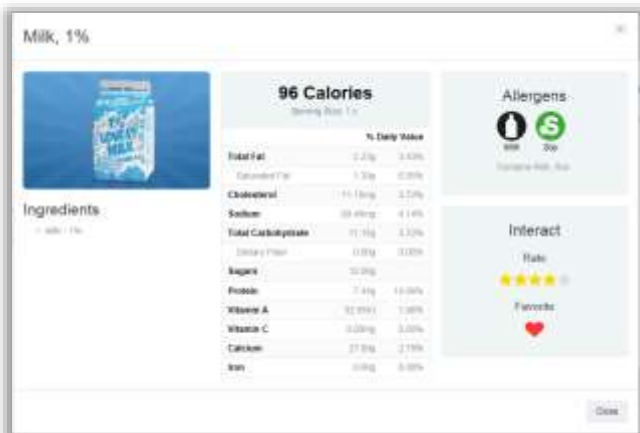- Look in the navigation bar above the menus

Balance: $54.81

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

See a menu

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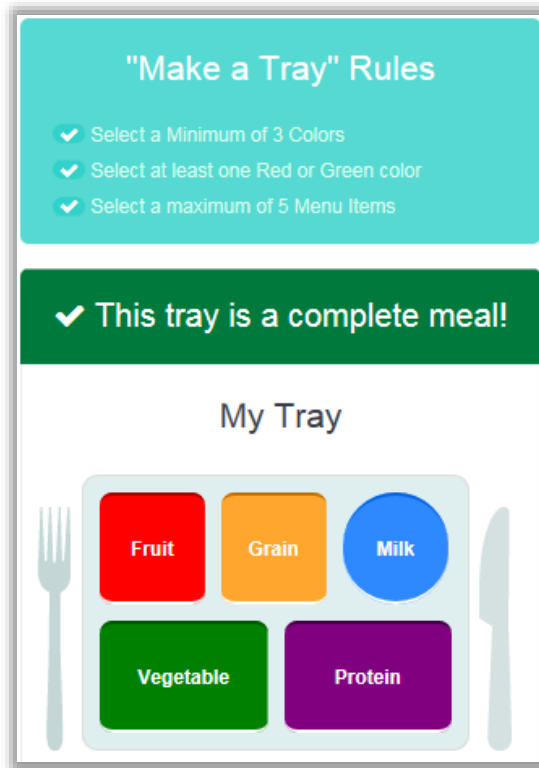4 Select a **Serving Line**
5 Click **Load Menu**

See an item's ingredients

1 Click **Menus & Nutrition → School Menus**
2 Load a menu
3 Click a menu item name

Milk, 1%

96 Calories

Allergens

Ingredients

Interact

Rate ★★★★

Favorite ❤

Create a tray

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

"Make a Tray" Rules

✔ Select a Minimum of 3 Colors
✔ Select at least one Red or Green color
✔ Select a maximum of 5 Menu Items

✔ This tray is a complete meal!

My Tray

- Fruit
- Grain
- Milk
- Vegetable
- Protein

Show all my trays

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

Interactions

Rate and favorite items that are served in the cafeteria

| All Items | My Items |

Pine Island High School

Item		Average Rating	My Rating	My Favorites
	Dinner Roll	★★★☆☆ (4)	★★★★☆	❤
	Blueberries	★★★☆☆ (1)	★★☆☆☆	❤
	Apple	★★★☆☆ (4)	★☆☆☆☆	🖤

* 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

a Click **Menus & Nutrition → Interact**
b Click **All Items**

Rate a menu item

a Click **Menus & Nutrition → School Menus**
b Click a menu item name
c Click a ⭐ in **My Rating**

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

"Favorite" a menu item

a Click **Menus & Nutrition → School Menus**
b Click a menu item name
c Click the 🖤 in **My Favorites**

✓ **Tip** *Ugh…no longer a favorite? Just click the ❤ to "un-favorite" it!*