

To all NDPMA Families,

NDPMA has partnered with www.myschoolaccount.com in order to provide a quicker and easier lunch service for your students. This service will allow you to monitor your children's lunchtime purchases, track what your children have been eating for the past 30 days, make ACH deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. (Please note that these lunch account funds are totally separate from the student Tuition Billing Statements.) Each child's account will be updated nightly so that account balance information and payments made during any one day will be current and available as of the following day. There will be a \$2.00 transaction fee added to each family deposit, so we suggest loading an amount for a month, or more.

In order for **new** students to take advantage of this convenient service, you will need to create a parent account. To do this, please complete the steps below.

FOR RETURNING STUDENTS THAT HAVE AN EXISTING ACCOUNT, SKIP TO PART B NUMBERS 1, 4, AND 5.*

A)

1. Go to 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. Choose "Notre Dame Preparatory and Marist Academy" from the "School District" drop down menu.
5. Create a User ID and Password
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address (the one that you just provided in step 3) 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:

B)

1. Go to 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. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID numbers to add each student.

Your Id number is:

«**First**» «**Last**» **Student ID number: «Student_ID»**

4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.
5. 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.

A few notes: A parent account can be linked to many children, but any 1 child account can be linked to only one parent account. Funds deposited on to this lunch account cannot be applied to the student tuition billing account, and vice versa. Funds deposited in to the lunch account do not expire, but cannot be refunded. Students will need to have their ID cards in order to purchase lunch using these funds.

*ID cards from last year may be used until new ones are issued. Last year's remaining funds do carry over. New students will need to present cash until that time, however you may begin loading funds at any time. If you have any questions about this service, please contact the business office, or email billing@ndpma.org. Thank you.