

Step-by-step instructions on how to create your parent account for your student's lunch money.

1. Go to <https://www.myschoolaccount.com> and click **Create Account** at the top right of the homepage.



2. Enter your personal information required on the **Parent Account Sign-Up** page. Click **Next** when finished.

CREATE PARENT ACCOUNT (STEP 1)

* Parent First Name

Middle Initial

* Parent Last Name

* Address

* City

* State

* Zip -

Phone - -

* Email Address

* Confirm Email

* Your children attend school in what state?

Please enter the required personal information to create your parent account. Only one parent account is necessary for all your students.

The information contained within this form is treated as strictly confidential and used for the operation of the web services only. Your local school district will have access to this information for student administration.

We never release your email address or any other personal information to anyone for any reason.

Be sure to enter the 2 digit abbreviation of the state where your children attend school.

For children attending school in Victoria, British Columbia, enter BC as the 2 digit abbreviation for the state.

For children attending school in Seoul, South Korea, enter KO as the 2 digit abbreviation for the state.

For children attending school in Barranquilla, Columbia, enter CL as the 2 digit abbreviation for the state.

For children attending school in Guam, enter GU as the 2 digit abbreviation for the state.

For children attending school in the Cayman Islands, enter KY as the 2 digit abbreviation for the state.

For children attending school in Singapore, enter SG as the 2 digit abbreviation for the state.

* Indicates required information.

CANCEL **NEXT**

3. Create a **User ID** and **Password**. *Please make a private, written record of your login ID and Password for future use.* Click **Next** when finished.
4. Select your student's **School District** from the "School District" drop down menu: **Chardon Local Schools**. Check that you have accepted the terms of the User Agreement and click **Next** when finished.

5. Verify your Account Information, click **Finish**.



The screenshot shows the myschoolaccount.com website. At the top left is the logo, which is a red apple with a white keyhole and the text "myschoolaccount.com". To the right of the logo is a navigation bar with links for "Create an Account", "About Us", "FAQ", and "Login". Below the navigation bar is a yellow banner that says "CONGRATULATIONS!". The main content area has a white background with the following text: "Your parent account has been successfully created." followed by a paragraph: "You should receive an email with your verification code shortly. This verification code will be needed the first time you login to verify your email address. After you receive the email, you have 10 days to login with your UserID and Password and enter the verification code. All non-verified parent accounts are automatically removed from the system after 10 days. If you do not receive the verification email in your inbox, check your 'junk email' folder in case your email provider tagged it as SPAM." Below this is another paragraph: "Once your account is verified, you may start adding your students. You should have a Student ID for each student to be added. If you do not have their ID number, you should contact the food service department at your local school district and request this information." This is followed by a bolded section: "*** IMPORTANT ***" and a final paragraph: "If you are using any type of email SPAM blocking, be sure to allow email from 'myschoolaccount.com'. You will NOT be able to login if you do not receive the verification code." At the bottom center of the main content area is a red button with the word "CONTINUE" in white. At the very bottom of the page, there is a footer with links for "Sign In", "Create an Account", "Contact Us", "Terms of Use", and "Privacy Policy", along with the copyright notice "Copyright 2020 myschoolaccount.com".

6. You will receive an email with a verification code. The code will be needed the first time you login to your account. Once your account is verified you may start adding your students.

NOTE: Please make sure you have your child(ren)'s Student I.D.

number(s): Your student(s) I.D. numbers can be found by logging into the [Parent Portal of Infinite Campus](#) or your student may know their number as their "lunch code".

If you do not know your child(ren)'s Student ID number(s) or need assistance accessing Infinite Campus, please contact your child's school **by phone** [not email] for this information:

Chardon High School Main Office - **440-285-4057**

Chardon Middle School Main Office - **440-285-4062**

Maple - Kindergarten Main Office - **440-285-4066**

Munson Elementary Main Office - **440-286-5901**

Park Elementary Main Office - **440-285-4067**