
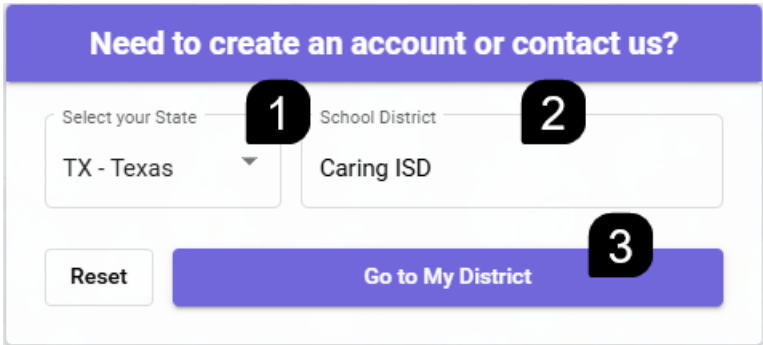
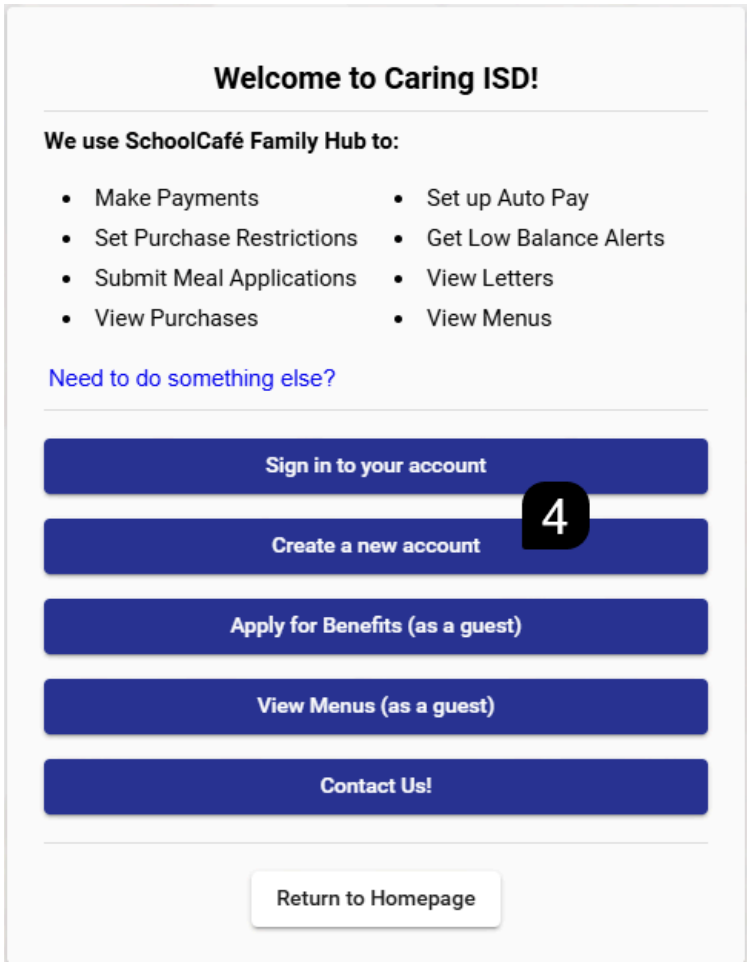


Category: ACCOUNT SETUP	Document Type: Quick Guide	Author: Content Team	Software Version: 1.0.0	Updated: 10/28/2024
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How to Create a Staff Account

The following steps outline the process of creating a staff account in Family Hub.

 Only creating a parent account is recommended if you are a staff member and the parent of a child in the district. Once you create a parent account, you can add yourself to it.

Process / Descriptions	Images
<p>To view the district homepage, follow the steps below. If you already have a link to the homepage, proceed to step 4.</p> <p>In the Need to create an account or contact us? section of the login page</p> <ol style="list-style-type: none"> 1. Select your State 2. Enter the name of your School District <i>School district names will populate as you enter characters into the field.</i> 3. Click the Go to My District button <i>The district's homepage displays.</i> 	
<ol style="list-style-type: none"> 4. Click the Create a new account button <i>The registration page displays.</i> 	

5. Select the **I'm an Employee of this District** option
6. Click the **Next** button to continue

[Return to My District](#)

1 Register

☐ **I'm a Parent**
I want to manage my child's cafeteria account.

☐ **I'm a Student at this District**
I want to manage my own cafeteria account.

5 ☒ **I'm an Employee of this District**
I want to manage my own cafeteria account.

6 **Next**

2 Now, let's find your school.

3 Let's gather some basic information.

4 You're almost there! Let's set up your account credentials.

7. Enter your **School Name**
School names will populate as you enter characters into the field.
8. Click the **Next** button to continue

[Return to My District](#)

1 Register

2 Now, let's find your school.

TX - Texas

School District
Caring ISD

7 School Name
PRIMERO MS

8 **Next**

3 Let's gather some basic information.

4 You're almost there! Let's set up your account credentials.

9. Click the **Continue with Apple** button to link your existing Apple account **OR**
10. Enter the following information:
 - **First Name**
 - **Last Name**
 - **Email**
 - **Phone Number**
11. Click the **Next** button to continue

[Return to My District](#)

1 Register

2 Now, let's find your school.

3 Let's gather some basic information.

9

Continue with Apple

By continuing, you agree to SchoolCafé Family Hub's [Terms & Conditions - Privacy Policy](#)

First Name

John

Last Name

Doe

Email

John.Doe@gmail.com

10

Phone Number

(281) 453-8500

Previous

11

Next

4 You're almost there! Let's set up your account credentials.

12. Enter the following information:

- **Username**
The system will indicate if the username is available.
- **Password**
Passwords must contain more than eight characters, both upper and lowercase letters, and at least one number.
- Confirm the password
- Select a **Security Question**
- Enter an **Answer** for the security question
- Select the preferred **Language**

13. Click the **Checkbox** to accept the **Terms & Conditions**

14. Click the **Create My Account** button to continue
A security code will be sent to your email to verify your account.

[Return to My District](#)

Register

Now, let's find your school.

Let's gather some basic information.

4 You're almost there! Let's set up your account credentials.

Username

John.Doe

John.Doe is available.

Password

.....

Password Strength

Weak Strong

Confirm Password

.....

12

Select a Security Question

What is your favorite color?

Answer

Purple

Select language

English

13

☒ I accept the [Terms & Conditions](#)

Previous

14

Create My Account

15. Enter the 6-digit verification code
16. Click the **Verify** button to continue
You will receive a message saying your email has been verified.

Enter verification code

In order to receive emails and alerts, please enter the security code that we have sent to your email address.

Enter the 6-digit code

Enter the 6-digit code



15

This message may take few moments to arrive. You may also need to check your spam folder.

Need to change your email address? [Click here to go to your profile.](#)

Didn't receive an email? [Click here to resend it.](#)

Cancel

16

Verify

On the **Dashboard**

17. Click the **Link** icon to connect your cafeteria account

Dashboard

Connect To My Cafeteria Account

17




Connect to your School Cafeteria Account to view your Dashboard.

18. Enter the following information:

- **School ID**
- Select your **School**
- **Last Name**

19. Click the **Find My Cafeteria Account** button to link your SchoolCafé account with your Cafeteria ID account

 If you cannot find your cafeteria account, contact your nutrition office.

Let's find your cafeteria account!

To view your school ID card, you will need to connect to your cafeteria account.

Enter your School ID

Enter your School ID

School

18

Last Name

19

Cancel

Find My Cafeteria Account

