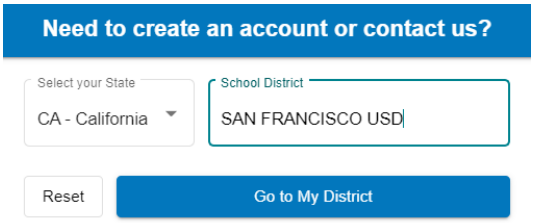
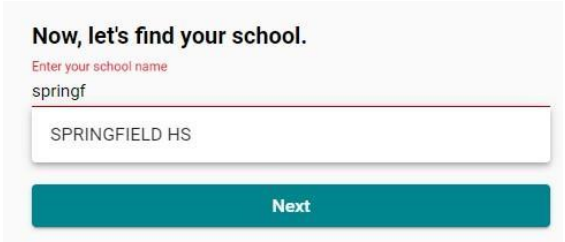
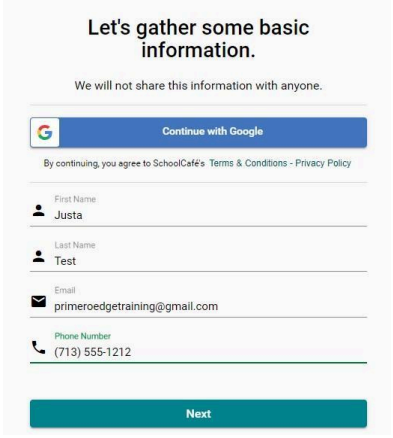
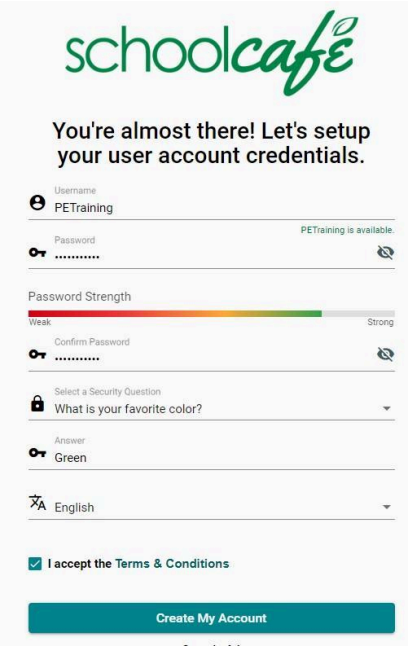
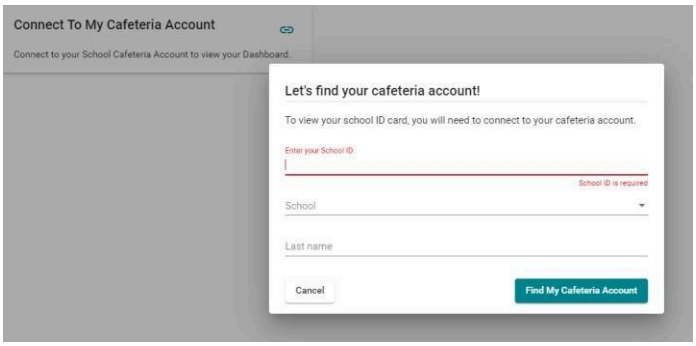
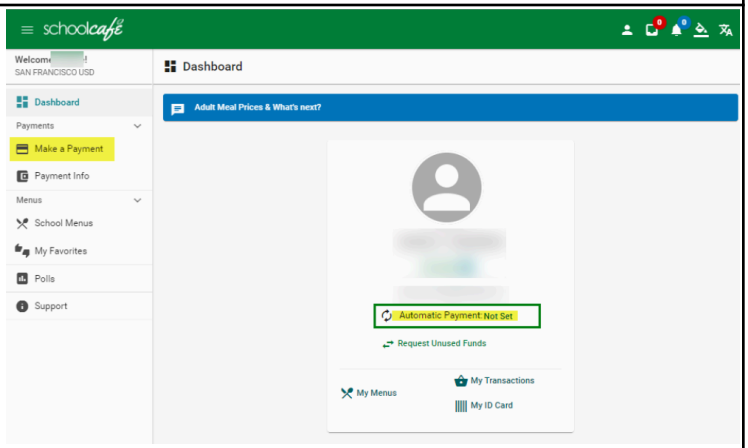
How to Create a Staff Account to purchase meals

For SFUSD adults without an employee ID or school assignment see page 3.

Steps	Descriptions	Images
1	Go to SchoolCafe.com Scroll down to "**Need to create an account**". 1. Select your **State** 2. Enter the name of your **School District** *Note: The name should populate as you enter characters into the field* 3. Click **Go to My District**	
2	Click **Create a new account** Select **I'm an Employee of this District**	
3	Enter **your school name** *Note: The name should populate as you enter characters into the field* Click **Next** to continue	
4	You can link your existing Google account as user details. Click **Continue with Google** to link your account for authentication and accept the terms and conditions. Or Enter your **First Name**, **Last Name**, **Email** and **Phone Number** Click **Next** to continue to Step 6	

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5	1. Enter an available **Username** (The system will indicate if the selected username is available) 2. Enter a **Password** (Password should contain 1 Upper Case, 1 Lower Case, 1 number and 1 Special Character) 3. Select a **Security Question** and **Answer** 4. Select Preferred **Language** 5. Click the **Checkbox** to accept the Terms and Conditions 6. Click **Create My Account** to continue	
6	**Connect to my cafeteria account** *For **School ID** Enter your full **SFUSD Employee ID**. (Please enter the leading zero.) **Enter your School & Last name**. Click Find My Cafeteria Account. Once your account is verified, load funds and use your Meal Pin to pick up a meal at any school. If you are a substitute or assigned to a central office department or if you need support please contact by email schoollunch@sfusd.edu or call (415) 749.3604, 13212, Chat with the SchoolCafe agents.	
7	**Select Make a payment** **How to set up an automatic payment.** **The SchoolCafe account holder must be set up as an Staff/Employee Account to make payments or set up the automatic payment feature.**	

How to Get a Meal PIN

For SFUSD adults that are interested in participating in the meal program who cannot create an account in SchoolCafe due to:

- Assigned to multiple schools
- School site changed
- Central office leaders who are not assigned to a school
- Non SFUSD employee (ex. Contractors do not have an employee ID #)

Please take the following steps:

1. Email schoollunch@sfusd.edu and request for a SchoolCafe Staff account and include the following information:

   First Name, Last Name
   Employee ID (if available if not one will be provided)
   Email address
   Mailing address
   Phone #
   School site *(if multiple locations, please select the school you plan to participate in the most.)*

2. SNS will reply and provide an Employee ID (if applicable) and a Meal Pin #. This reply may take a little while during busy times of the school year.

3. Staff will use the provided employee ID if applicable to create the account in schoolcafe, load funds and use the meal pin # to pick up a delicious meal at any school site.

   Staff that are assigned to a school and accurately reflected in the employee data system are able to create an account in SchoolCafe.com using their SFUSD Google login.

   Note: Students have their own unique meal PINs assigned, receive meals at no cost, and do not need to add money to their SchoolCafe accounts. A student who does not know their meal PIN should speak with the school office or lead dining staff at their school.
   Link: *How to Find Student Meal PIN - for Students and Staff* .