



School Account



Preorder - Parent User Guide

Introduction to Preorder

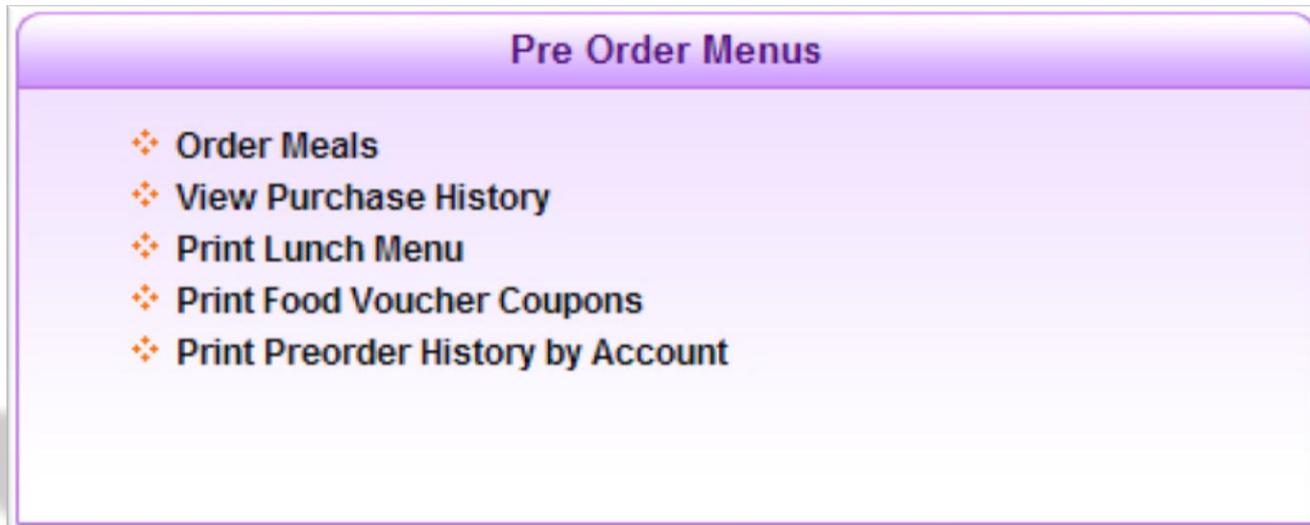
This will demonstrate how the menu items will be displayed on a calendar format and record any orders placed in an efficient and user friendly manner

- ❖ Place a Preorder
- ❖ Place a Preorder with Insufficient Funds
- ❖ Place Preorders for the Month
- ❖ Loss of Preorder Info

Place a Preorder

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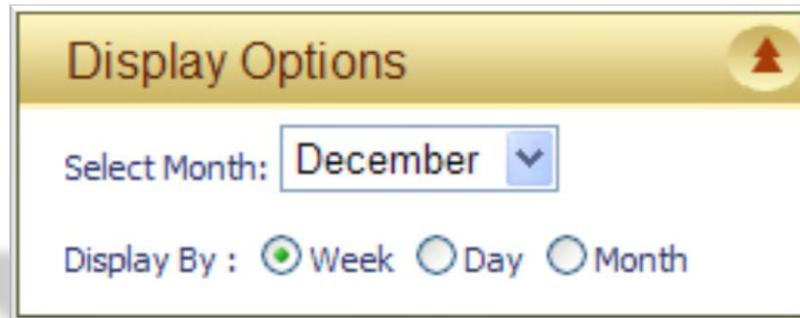
- ❖ Log onto www.myschoolaccount.com
- ❖ Once you are on the homepage, click on **Order Meals** under the **Pre Order Menus** category box



Place a Preorder (cont.)

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- ❖ Once you have clicked on **Order Meals**, the Preorder Main Page will appear
- ❖ On the upper left column, you will select the month* for which you want to order



Display Options

Select Month:

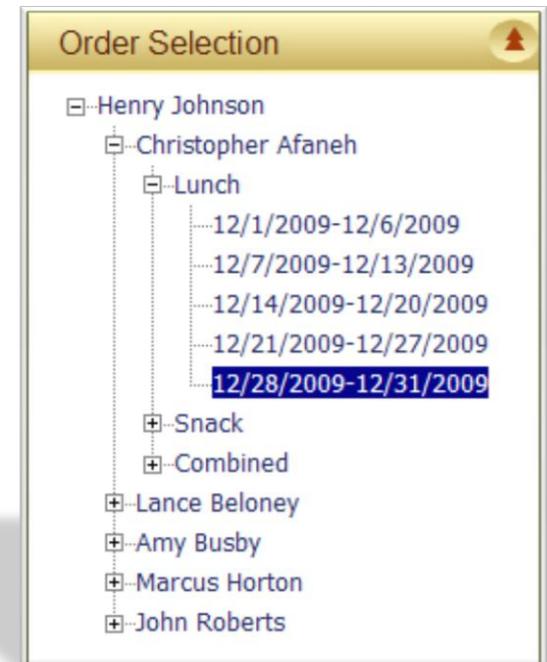
Display By : Week Day Month

* At CHS we require monthly orders.

Place a Preorder (cont.)

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- ❖ On the left column, there is also a list of students that are associated with the parent's account. In this example, Henry Johnson is the parent and anyone below him would be a student
- ❖ To place an order for a student, expand the name of the student by pressing on the '+' icon preceding the student's name
- ❖ Click on the '+' icon of the Calendar Type you want to place an order for
- ❖ Click on the month (required by CHS) you want to place an order for



Place a Preorder (cont.)

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- ❖ Specify the quantity next to the item you want to order
- ❖ Click the add icon  and the item will be automatically added to your cart
- ❖ Click the remove icon  and the item will be removed from your cart

| DATE | MENU ITEM | CATEGORY | PRICE | QUANTITY | ORDER |
|------------|-----------------|-----------------|--------|---|---|
| 12/28/2009 | Adult Breakfast | Adult Breakfast | \$1.00 | 1  |  |
| | BREAD/ ROLL | Ala Carte Lunch | \$0.25 | 1  |  |
| | CINNAMON ROLL | Ala Carte Lunch | \$0.35 | 4  |  |

- ❖ When finished selecting your items, click  in the bottom right hand corner of the screen

Place a Preorder (cont.)

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- ❖ After reviewing your items, click **Proceed**

Checkout For Payment

Payment **Cancel** **Proceed**

Christopher Afaneh Student Current Balance : \$213.05 Amount To Pay : \$3.65 Projected Balance : \$209.40

| Date | Menu Item | Price | Quantity | Action |
|------------|-----------------|--------|----------|------------------------|
| 12/28/2009 | Adult Breakfast | \$1.00 | 1 | Remove |
| 12/28/2009 | BREAD/ ROLL | \$0.25 | 1 | Remove |
| 12/28/2009 | CHOC-MILK (Pt) | \$1.00 | 1 | Remove |
| 12/28/2009 | CINNAMON ROLL | \$0.35 | 4 | Remove |

- ❖ Then click **Order Now** to place order

Students Balance Deduct From Account

| Student ID | Student Name | Student Balance | Ordered Amount |
|------------|--------------------|-----------------|----------------|
| 116031 | Christopher Afaneh | 213.05 | 3.65 |
| 121548 | John Roberts | 336.58 | 77.50 |

Cancel **Order Now**

Place a Preorder (cont.)

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- ❖ After you have completed your order, a window similar to below will appear
- ❖ A receipt can be printed for the parents records by clicking **Print Receipt**

Students Balance Deduct From Account

| Student ID | Student Name | Student Balance | Ordered Amount |
|------------|--------------------|-----------------|----------------|
| 116031 | Christopher Afaneh | 213.05 | 3.65 |
| 121548 | John Roberts | 336.58 | 77.50 |

Your payment has been completed successfully.

Transaction ID: 18452

Payments to the student lunch accounts are posted each night after midnight. All payments made before midnight (EST) will be posted to your local school over-night and be available to the student(s) in the morning. To see when your payment is posted click on "View Deposit History" from the Lunch Account menu. This screen will show all prior and pending payment transactions made from your parent account.

[Print Receipt](#) [OK](#)

Place a Preorder with Insufficient Funds

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Q. What if I am logged into my child's account while making selections and then realize that my child's account has insufficient funds needed to complete the purchase?

A. If while placing a preorder, you notice the student's balance is at a negative or not enough to cover the entirety of the preorder menu transaction, you will be allowed to add funds to the student account when you are at the checkout

Place Preorders for the Month

Q. If a parent finishes selecting preorder items for a month, will those selections be saved if the parent then moves onto the following month?

A. When the parent flags an item to be ordered, it is automatically added to the shopping cart. Until it is removed from the shopping cart, the system will know what selections were made and maintain that as the parent navigates from month to month

Loss of Preorder Information

Q. What happens if I am in the middle of selecting items for my child and do not complete the checkout process?

A. As items are being added to the shopping cart, record of the parent's selections are being recorded to the MSA web server and is not reliant on storing record of the selections on the user's computer. Once the parent logs into the system again and resumes selection of the preorder items, all previous selections will still appear in the shopping cart

Summary Review

This section has demonstrated how the menu items will be displayed on a calendar format and how orders are placed and recorded in an efficient and user friendly manner

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- ❖ [Place Preorders for the Month](#)
- ❖ [Loss of Preorder Info](#)