

Lunch Payment Overview & Setup

Valley Catholic School uses **SchoolCafe** for all cafeteria purchases. **SchoolCafe** is an account payment system that allows you to make secure online credit/debit card payments into your student's lunch account as well as view all transactions and account balances.

School Café accounts carry over each year, so only new VCS need to set up an account.

Directions for setting up your students account are below.

1. Set up a SchoolCafe account either online or on the app:
 - a. account at www.schoolcafe.com
 - i. Be sure that the State is OR-Oregon
 - ii. Enter the district name - Sisters of St. Mary of Oregon Ministries Corp
 - iii. Click on Go to my district
 - b. Account on the SchoolCafe app
 - i. Be sure that the State is OR - Oregon
 - ii. Enter the district name - Sisters of St. Mary of Oregon Ministries Corp
 - iii. Click on "Create a new account"
2. Be sure that the circle next to I'm a parent is checked - click next when finished
3. Check that you have been connected to the correct district - Sister of St. Mary of Oregon Ministries Corp - click next when finished
4. Fill in your contact information - click next when finished
5. Complete the account information - click next when finished
6. Accept the terms and conditions - click create my account
7. Verify your account - you will receive an email from SchoolCafe with a 6-digit verification code to enter
 - a. Verifying your account is important as you can then sign up to receive important reminders from SchoolCafe
 - b. Once your account is verified you will want to check your profile to make check which alerts you would like (low balance, auto-pay, etc.)
8. Add your student - you will repeat this step for each child you have in elementary, middle, and high school
 - a. Enter the Student ID number. Student ID numbers are the PowerSchool student username. PowerSchool information is also in the Registration Packet.
 - b. Select which school the student is enrolled in
 - c. Click Search & Verify student
9. Once you have added your student(s), go to the dashboard to make a payment, set up auto-pay and choose to get a low balance alert email.

School Cafe Website (<https://www.schoolcafe.com/>)

1. Scroll to the bottom of the student profile. The last line should be Low Balance Alert
2. Click on 'not set'
3. Enter desired amount and frequency of notification

School Cafe App (download from App Store or Google Play)

1. Tap on the three vertical dots in the upper right corner
2. Tap on My Profile
3. Scroll down to Push Alerts
4. Choose Low Balance (you will be prompted to identify the amount that triggers a notification).