

My School Account Tutorial

(myschoolaccount.com)

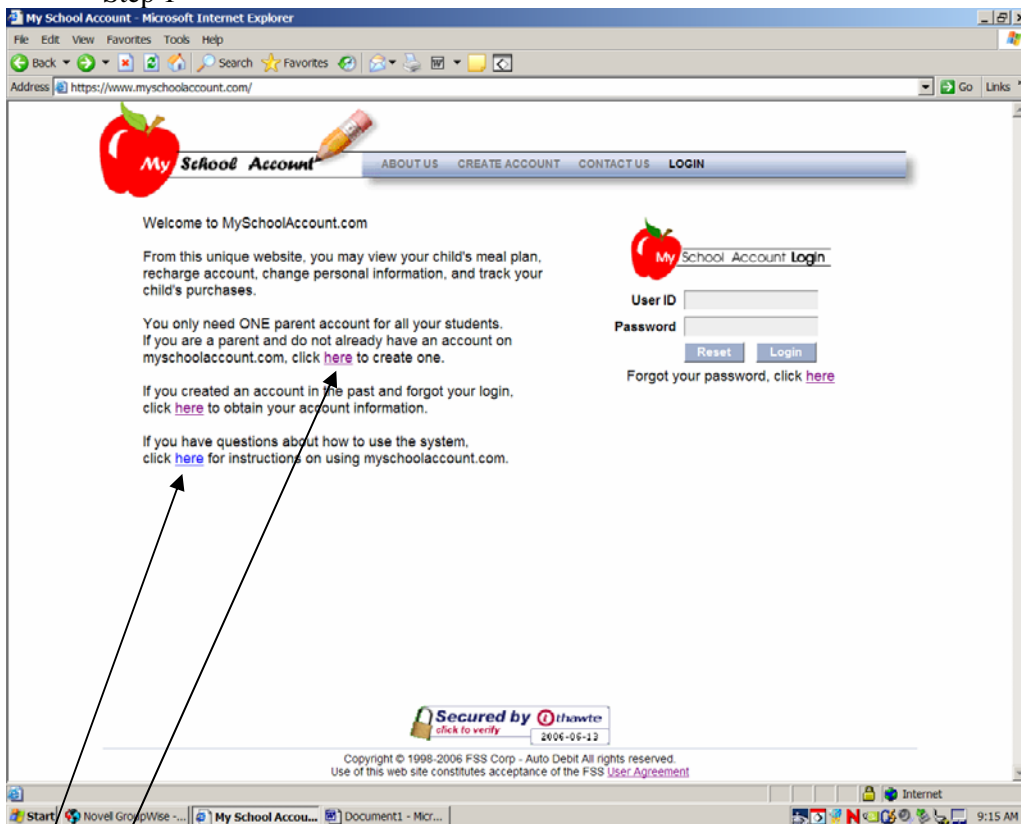
My School Account (myschoolaccount.com) is a Food Services tool offered to parents. It allows parents/guardians to view their child's account balance, monitor what their child is eating each day, and make payments from their checking or savings account. If parents/guardians do not have access to the internet, they can contact the Food Services Director's office to request a hard copy of the account balance and 30 day activity report.

This tutorial will walk you through the following activities:

1. Establishing your account (page 1)
2. Viewing account information (page 5)
3. Adding a student to your account (page 6)
4. Removing a student from your account (page 7)
5. Making a deposit from your checking or savings account (page 9)

1. Establishing your account:

Step 1



Click here to create your account

Click here if you want to see the training manual – 12 pages with screen shots, very easy to follow (similar to this presentation)

Step 2

My School Account - Microsoft Internet Explorer
Address: https://www.myschoolaccount.com/index.php?uid=8397&mid=2

Parent Account Sign-Up (you only need ONE PARENT ACCOUNT for all your students)

Parent First Name Grant
Middle Initial G
Parent Last Name Geisler
Address 413 Maxfield Rd
City Barre
State VT
Zip 05841
Phone
Email ggeisler@ccsuvt.org
School District Chittenden Central Supervisory
User ID ggeisler
Password *****
Confirm Password *****
 I accept the terms of the [User Agreement](#).

Please enter your information in the form on the left, select your school district, accept the terms of the user agreement and click on "Signup".

You must choose a UserID and Password to use the system. If you choose a UserID that is already being used, you will be asked to select a different one.

UserID and Password must be at least eight (8) characters long and cannot be the same.

After you press "Signup" an email will be sent to your email address containing a verification code. You will need this code the first time you login to verify your email address. If you are using any type of email SPAM blocking, be sure to allow emails from "myschoolaccount.com".

Indicates required information.

Reset Signup

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Fill in all Red fields and be sure to select "Chittenden Central Supervisory" from the dropdown box

Step 3

My School Account - Microsoft Internet Explorer
Address: https://www.myschoolaccount.com/index.php

Warning: mail() [function.mail]: SMTP server response: 550 not local host ccsuvt.org, not a gateway in E:\WebSites\www.myschoolaccount.com\modules\createaccount.php on line 23

Parent Account Sign-Up (you only need ONE PARENT ACCOUNT for all your students)

Your Registration was successful!

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.

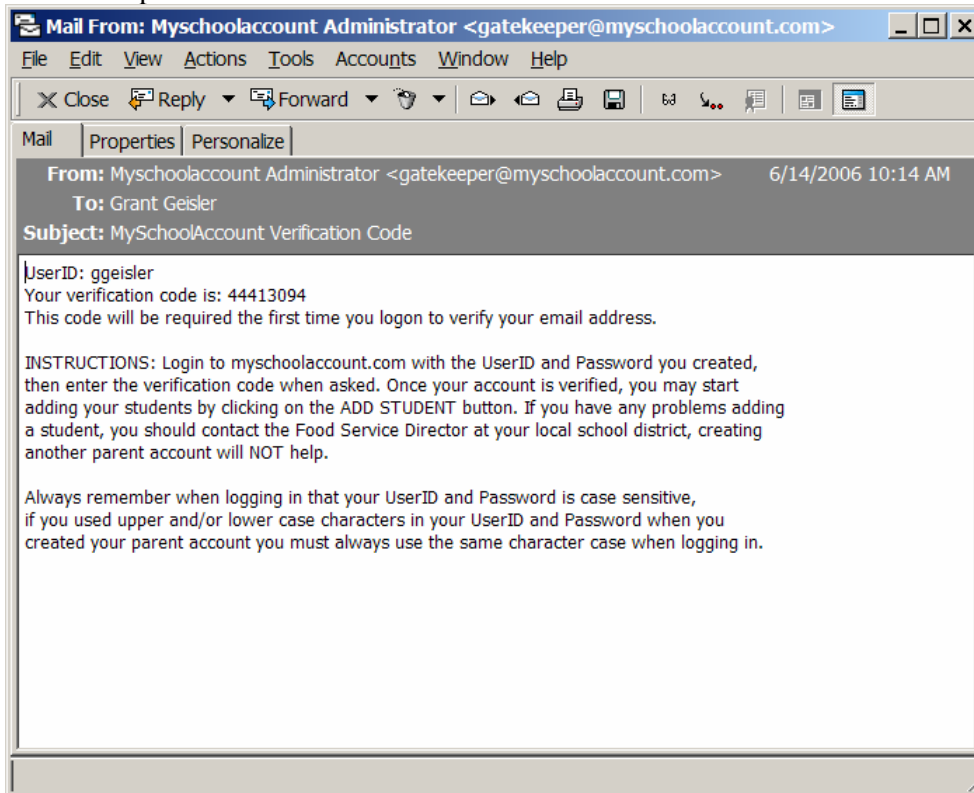
***** IMPORTANT *****
If you are using any type of email SPAM blocking, be sure to allow email from "myschoolaccount.com".
You will NOT be able to login if you do not receive the verification code.

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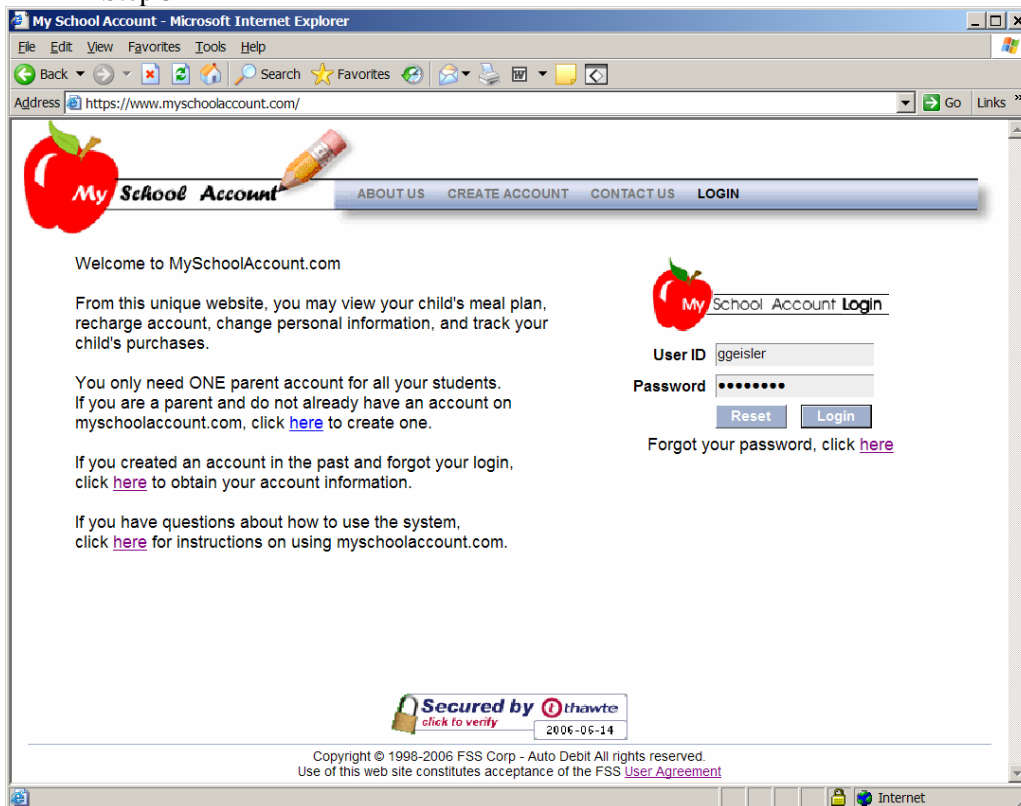
Wait for the verification code to be e-mailed (probably just a few minutes)

Step 4



Here's the e-mail. Either write down your code or you can copy and paste it.

Step 5



Go back into the website and type in your User ID and Password – click “Login”

Step 6 (You only have to do this the first time you go in)

My School Account

Welcome Grant Geisler [Logout](#)

[VIEW STUDENTS](#) [ADD STUDENT](#) [REMOVE STUDENT](#) [VIEW TRANSACTIONS](#) [PERSONAL INFORMATION](#)

Verify your Parent Account

An email was sent to: ggeisler@ccsuvt.org containing your verification code, please enter your code to verify that you are able to receive email from us and activate your account.

If you are using any type of SPAM blocking, be sure to allow email from myschoolaccount.com. If your email address is incorrect, you may click on Personal Information above and correct your personal information then re-login for your changes to take effect.

Click [here](#) to resend the Verification code to: ggeisler@ccsuvt.org

Secured by

Type in your verification code from the e-mail

Step 7

My School Account

Welcome Grant Geisler [Logout](#)

[VIEW STUDENTS](#) [ADD STUDENT](#) [REMOVE STUDENT](#) [VIEW TRANSACTIONS](#) [PERSONAL INFORMATION](#)

To add money to a your child's account, simply enter the dollar amount you would like to pay. You may add an amount to as many accounts as you like at the same time. When finished, click the "Proceed" button.

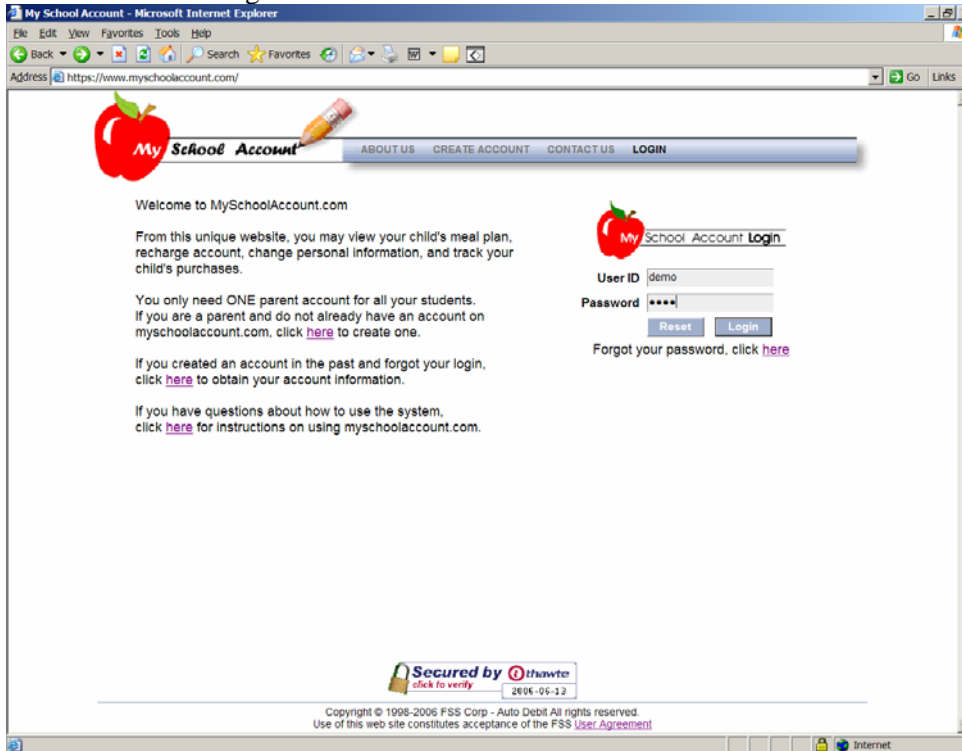
Student Information						
Student ID	Name	Ala Carte Balance	Meal Plan Balance	Balance Total	Meals Last 30 Days	Payment Amount
No students assigned to your Account.						

Done

You're In!

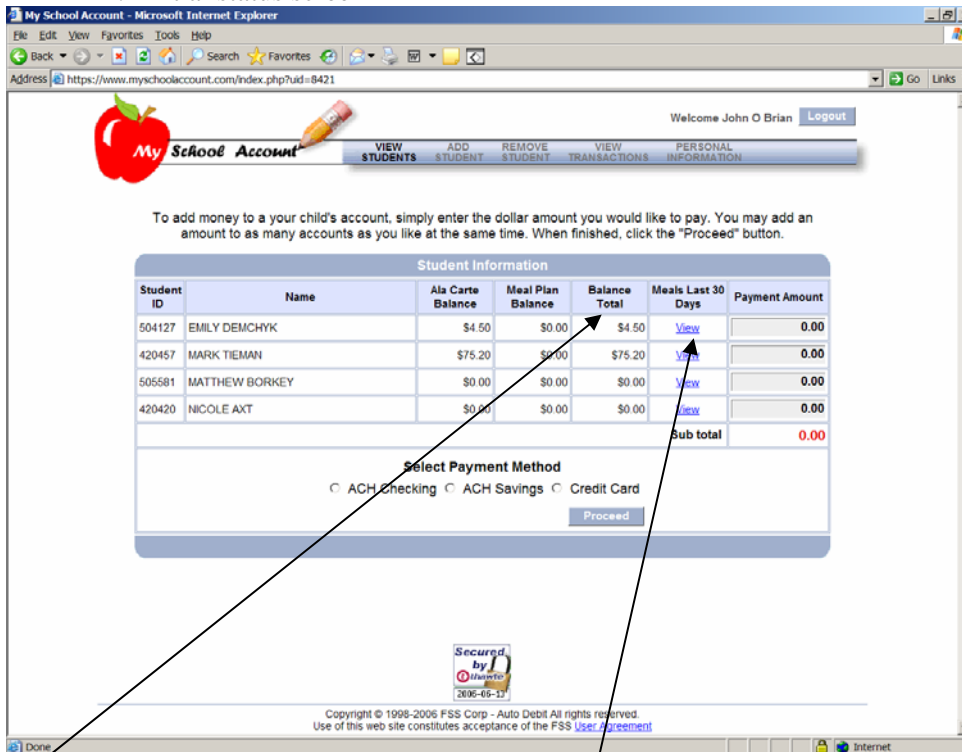
2. Viewing Account Information: (The My School Account demo shows what information is available.)

1. Accessing the Demo:



For the Demonstration, type “demo” as User ID and “demo” as Password

2. Initial status screen



The current balance on your account for each student appears in this column.

Click “View” in the “Meals Last 30 Days column to view detailed student transactions.

3. Detailed Transactions:

Items purchased by: MARK TIEMAN at WILSON SENIOR HIGH

Date	Time	Menu Item	Qty	Price	Total
06/12/2006	10:36	Bottled Drinks	1	\$1.15	\$1.15
06/12/2006	10:36	SECONDARY LUNCH	1	\$1.80	\$1.80
06/12/2006	10:34	Soft Pretzel w/Cheese	1	\$1.15	\$1.15
06/08/2006	10:36	Large Ice Tea	1	\$0.75	\$0.75
06/08/2006	10:36	SECONDARY LUNCH	1	\$1.80	\$1.80
06/08/2006	10:34	Popcorn/Crackers	1	\$0.55	\$0.55
06/08/2006	10:34	Soft Pretzel w/Cheese	1	\$1.15	\$1.15
06/07/2006	10:46	ALA 1.50	1	\$1.50	\$1.50
06/07/2006	10:46	Large Ice Tea	1	\$0.75	\$0.75
06/07/2006	10:46	SECONDARY LUNCH	1	\$1.80	\$1.80
06/06/2006	11:44	Popcorn/Crackers	1	\$0.55	\$0.55
06/06/2006	11:44	Soft Pretzel w/Cheese	1	\$1.15	\$1.15
06/06/2006	10:38	Large Ice Tea	1	\$0.75	\$0.75
06/06/2006	10:38	SECONDARY LUNCH	1	\$1.80	\$1.80
06/05/2006	10:40	** PAYMENT **	1	\$100.00	\$100.00
06/05/2006	10:35	ALA 1.80	1	\$1.80	\$1.80
06/05/2006	10:35	Large Ice Tea	1	\$0.75	\$0.75
06/05/2006	09:47	Popcorn/Crackers	1	\$0.55	\$0.55
06/05/2006	09:47	Soft Pretzel w/Cheese	1	\$1.15	\$1.15
06/02/2006	10:43	Nachos	1	\$1.20	\$1.20
06/02/2006	10:43	Popcorn/Crackers	1	\$0.55	\$0.55
06/02/2006	10:37	Large Ice Tea	1	\$0.75	\$0.75
06/02/2006	10:37	SECONDARY LUNCH	1	\$1.80	\$1.80

This is the new window that opens showing the last 30 days worth of transactions.

Note: For K-8 the transactions will be limited to “breakfast”, “lunch” and payments.

3. Adding a Student to Your Account

Step 1

My School Account

VIEW STUDENTS | **ADD STUDENT** | REMOVE STUDENT | VIEW TRANSACTIONS | PERSONAL INFORMATION

Welcome John O Brian [Logout](#)

Add Student

Add Student to your account

To add a student to your account, please enter the Student ID (provided by your school district) then click "Add" for each student you wish to add.

Note: A parent can have many students, but a student can only be attached to ONE parent at a time.

Student ID:

Students attached to your account

Student ID	Name
420457	MARK TIEMAN
505581	MATTHEW BORKEY
420420	NICOLE AXT

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Click “Add Student” - enter Student’s ID number and click on “Add”. Another screen will pop up asking for DOB Student ID: Provided on Biographical Verification Form (copy with beginning of school packet); also available on School Schedules, and from Cafeteria coordinator, school admin, etc.; ID stays the same for entire school career (with the possible exception of Center for Technology, Essex students).

Note: A student can only be assigned to one account. For parents/guardians with joint custody, the best work-around is for the parents/guardians to share an account (same User ID and Password) – otherwise the student will have to be added/removed to/from the separate accounts as necessary.

Step 2

My School Account - Microsoft Internet Explorer

Address: https://www.myschoolaccount.com/index.php

Welcome John O Brian Logout

VIEW STUDENTS ADD STUDENT REMOVE STUDENT VIEW TRANSACTIONS PERSONAL INFORMATION

Add Student

Add Student to your account

To add a student to your account, please enter the Student ID (provided by your school district) then click "Add" for each student you wish to add.

Note: A parent can have many students, but a student can only be attached to ONE parent at a time.

Student ID:

Reset Add

Student ID 504127 has been added to your account.

Students attached to your account

504127	EMILY DEMCHYK
420457	MARK TIEMAN
505581	MATTHEW BORKEY
420420	NICOLE AXT

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Confirmation the student has been added.

4. Removing a Student From Your Account

Step 1

My School Account - Microsoft Internet Explorer

Address: https://www.myschoolaccount.com/index.php?uid=6421&mid=7

Welcome John O Brian Logout

VIEW STUDENTS ADD STUDENT REMOVE STUDENT VIEW TRANSACTIONS PERSONAL INFORMATION

Remove Student

Remove Student from your account

In order to remove a student from your account, please enter the student id of the student you wish to remove in the form below.

Student ID:

Reset Remove

Students attached to your account

504127	EMILY DEMCHYK
420457	MARK TIEMAN
505581	MATTHEW BORKEY
420420	NICOLE AXT

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Click "Remove Student" – enter Student's ID number and click on "Remove"

Step 2

The screenshot shows the 'My School Account' website in Microsoft Internet Explorer. The address bar displays 'https://www.myschoolaccount.com/index.php'. The page features a navigation menu with options: VIEW STUDENTS, ADD STUDENT, REMOVE STUDENT, VIEW TRANSACTIONS, and PERSONAL INFORMATION. A 'Welcome John O Brian' message and a 'Logout' button are visible in the top right. A large blue button labeled 'Remove Student' is centered on the page. Below it, a red text message reads: 'You are about to remove Student ID 504127 (EMILY DEMCHYK) from your account. If you are sure click on "Remove" otherwise click on "Cancel".' Two buttons, 'Cancel' and 'Remove', are positioned below the message. At the bottom of the page, there is a 'Secured by McAfee' logo and a copyright notice: 'Copyright © 1998-2006 FSS Corp - Auto Debit All rights reserved. Use of this web site constitutes acceptance of the FSS User Agreement'.

Double check to make sure you REALLY want to remove the student – click “Remove”

Step 3

The screenshot shows the 'My School Account' website in Microsoft Internet Explorer. The address bar displays 'https://www.myschoolaccount.com/index.php?uid=8421&mid=7&task=remove&id=36837&student_id=504127'. The page features the same navigation menu as in Step 2. A 'Welcome John O Brian' message and a 'Logout' button are visible in the top right. The main content area is titled 'Remove Student' and is divided into two sections. The left section, 'Remove Student from your account', contains the text: 'In order to remove a student from your account, please enter the student id of the student you wish to remove in the form below.' Below this text is a text input field labeled 'Student ID' with 'Reset' and 'Remove' buttons underneath. The right section, 'Students attached to your account', contains a table with the following data:

Student ID	Student Name
420457	MARK TIEMAN
505581	MATTHEW BORKEY
420420	NICOLE AXT

Below the table, a red text message reads: 'Student ID 504127 has been removed from your account.' At the bottom of the page, there is a 'Secured by McAfee' logo and a copyright notice: 'Copyright © 1998-2006 FSS Corp - Auto Debit All rights reserved. Use of this web site constitutes acceptance of the FSS User Agreement'. An arrow points from the 'Remove' button in the 'Remove Student from your account' section to the table of students, indicating that the student listed in the table (Emily Demchyk) has been removed.

Confirmation student has been removed (Emily is no longer listed)

5. Making a Deposit From Your Checking or Savings Account (each transaction costs \$1.50)

Step 1 - Starting from the first screen you see after logging in

Student Information						
Student ID	Name	Ala Carte Balance	Meal Plan Balance	Balance Total	Last 30 Days Activity	Payment Amount
258959169	Allie Adams	\$107.00	\$0.00	\$107.00	View	50.00
256836706	Ashleyn Adams	\$1,088.64	\$0.00	\$1,088.64	View	20.00
255674945	Cameron Adams	\$1,885.30	\$0.00	\$1,885.30	View	200.00
800069235	Esmoralda Adams	\$20.25	\$0.00	\$20.25	View	40.00
592198268	John Tanner	\$45.50	\$0.00	\$45.50	View	50.00
257810539	Justin Jones	\$219.05	\$0.00	\$219.05	View	70.00
259968895	Martha Carswell	\$61.18	\$0.00	\$61.18	View	100.00
Sub total						530.00

Select Payment Method

ACH Checking Account
 ACH Savings Account
 Credit Card

[Proceed](#)

Type in the dollar amount you would like to deposit for each student.

Select the ACH (Automated Clearing House, an industry term for an e-check) method that you would like to use (Checking or Savings accounts) and then click "Proceed".

Note: Online credit card payment is not available. We chose not to exercise this option since the company charges a 6% fee to the user for this service.

Step 2

*First Name: MI:

*Last Name:

*Address:

*City: *State: *Zip:

*Email Address:

I confirm that the above information is true and correct.

[« Back](#)
[Reset](#)
[Proceed »](#)

Confirm that your information is correct and click "Proceed."

Step 3

John Q. Public
123 Main Street
Your Town, USA 12345-6789 101

Pay to the order of: _____ DOLLARS

Memo: _____

⑆00006789⑆ ⑆2345678⑆ 010⑆

Routing/Transit Number Account Number

Routing Number:

[« Back](#)
[Reset](#)
[Verify »](#)

Enter your **routing number** from your checking/savings account. This information can be found on a deposit slip or a check. A sample check is shown to visually help with this process.

Step 4

Routing Number: 011001276
Bank Information: BOSTON BANK OF COMMERCE
3683 CRENSHAW BL
LOS ANGELES, CA 90016-0000
Account Number: 111222333444555

Save my account information

[« Back](#) [Reset](#) [Proceed »](#)

Your bank's information will be displayed based on the routing number so you can verify that you entered the information correctly. Enter your **account number** for your checking/savings account in the box provided.

Note: You can check the "Save my account information" box to speed up this process next time you wish to make a payment. Your information is stored in an encrypted file on our secure web server. Click "Proceed" to continue.

Step 5

Confirm Payment		
Student ID	Student Name	Amount posted
430836121	Ashley Barnes	\$50.00
260913928	Brittary Anderson	\$20.00
253977364	Caitlir Rowe	\$200.00
587798903	Donald Culleney	\$40.00
258832708	James Aldridge	\$50.00
260955290	Kathryn Smith	\$70.00
252970726	Rachel Fussell	\$100.00
257792482	Rardrekus Bailey	\$0.00
Subtotal		\$530.00
Processing fees		\$1.50
Total		\$531.50

Checking Account Number : 111222333444555 Please double check the information you've entered. Click "Pay Now" to finalize the transaction or click "Modify" to change the information you have entered.
Routing Number : 011001276
Bank : BOSTON BANK OF COMMERCE

[Modify](#) [Pay Now](#)

Glance over all of the information that you entered and click "Pay Now" to complete your transaction.

Note: If you press "Pay Now" twice, it will charge your account twice.

Step 6

The Transaction has been completed successfully. Your confirmation code is : 0009409

Payments are transferred to the school district each night, click on VIEW TRANSACTIONS above to see the status of your payments.

You may click "Print Receipt" if you want to print this page.
Otherwise click "Ok" to return to the students table.

[Print Receipt](#) [Ok](#)

You will receive a confirmation notice and a confirmation code. You can click on "Print Receipt" or "OK" to return to the "View Students" page.

Note: Money is batch transferred into student accounts every night after midnight. Money will be available to the student the morning following a payment.