# EZ School Apps Instructions for
Parent Sign Up with Purchase Preordering (Parent Create)

Sign Up for Returning Parents Who Used EZ School Lunch POS the Previous Year
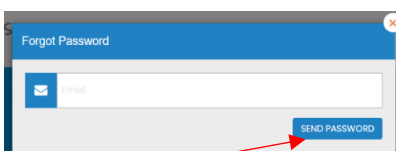**(All others scroll down to New Parent Sign Up)**

Parents should contact your school (or caterer) when any type of support is needed.
You can use the 'Contact Support' on the login page to reach them.
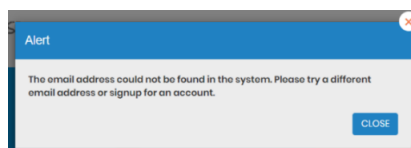
Returning Parent Password Setup

1. Go to www.ezschoolapps.com/ParentLogin.aspx .

2. If you are a returning parent and remember your email address and password just login. If not…

3. Click on Forgot Password.
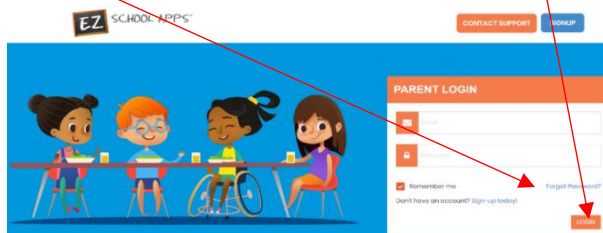
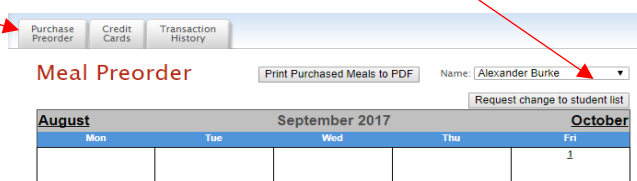4. Enter your email address from the previous year.

5. Click on Send Password.

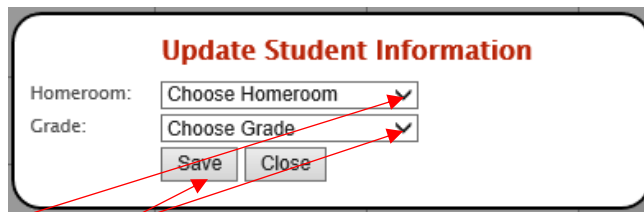6. If you get this popup, click Close and scroll down to New Parent Sign Up.

7. Click on the link in your email to reset your password.

Setting Student Homeroom and Grade for the New School Year

1. Click on Purchase Preorder. Then select the Name of the Student you want to set the Homeroom and Grade for.

2. If your student(s) has not been setup with a Grade and Homeroom for the new school year, the popup below will appear as soon as you navigate to the Meal Preorder page (or when switching between students).
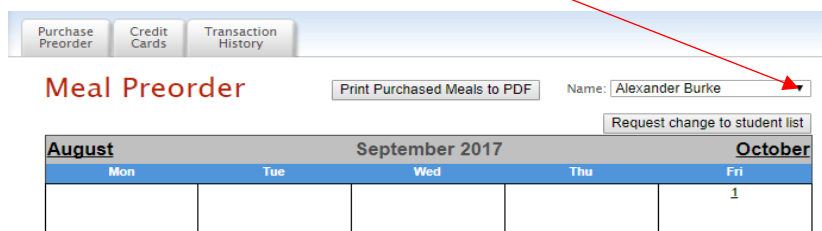
Update Student Information

Homeroom: Choose Homeroom
Grade: Choose Grade
Save   Close

3. Use the Homeroom dropdown to select your student's homeroom.

4. Use the Grade dropdown to select your student's grade.

5. Click Save.

6. Again, if you have more than one student in the school, switch between them here to set the Homeroom and Grade for each of your student(s).
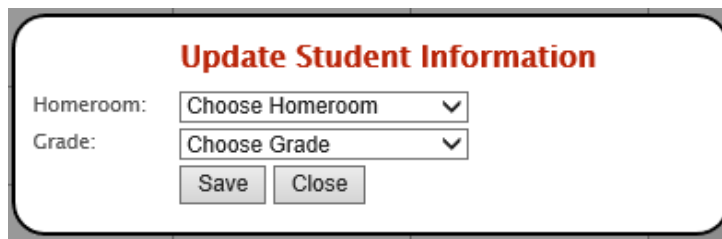
Purchase Preorder | Credit Cards | Transaction History

Meal Preorder   Print Purchased Meals to PDF   Name: Alexander Burke

Request change to student list

August   **September 2017**   **October**

Mon	Tue	Wed	Thu	Fri
				1

7. You will the see the following popup for each of those students.

Update Student Information

Homeroom: Choose Homeroom
Grade: Choose Grade
Save   Close

8. Follow the same directions above to choose the homeroom and grade. If the pop-up does not appear then you can skip this step since the school or caterer may have put in the homeroom and grade for you.

9. If you need to add an additional student, scroll down to **Create Add or Missing Student.**

New Parent Sign Up

Below are the instructions for parents to create an account and request access to one or multiple students. After a successful sign-up you will be able to login right away and create or connect to your students. Some of the pages below may or may not exist in your account depending on the access the school gives to the parents.
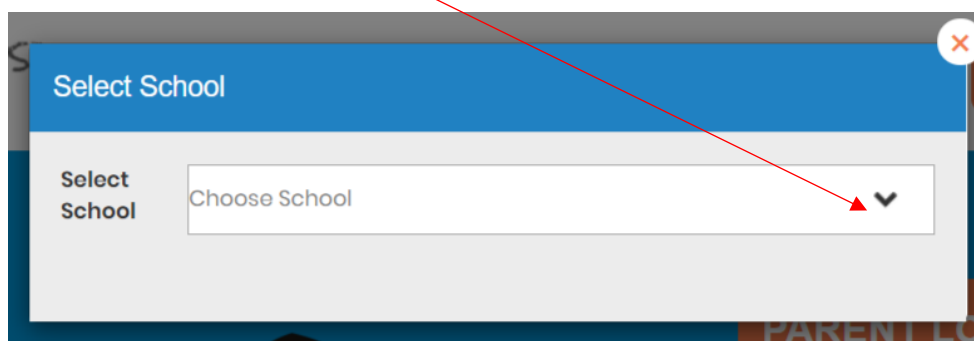
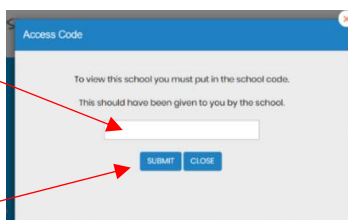1. Go to www.ezschoolapps.com/ParentLogin.aspx, click on SIGNUP
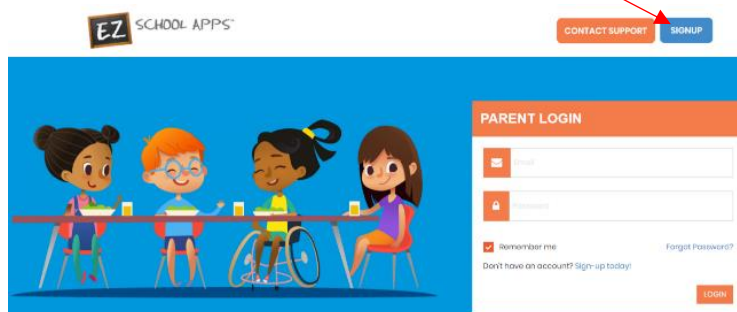
2. Type in the school's zip code in the box and click Submit.
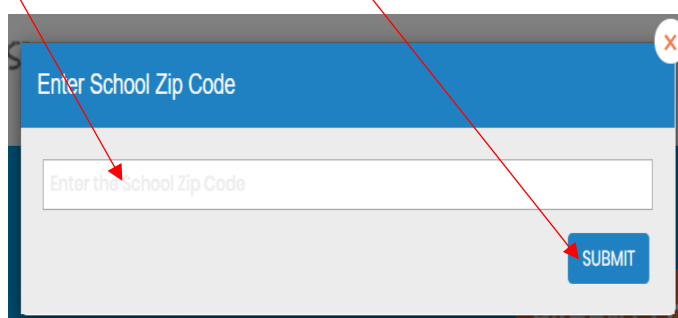
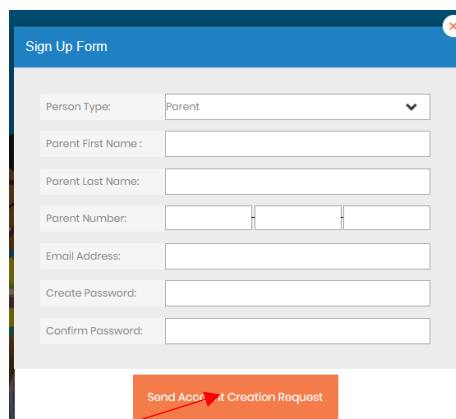3. Use the dropdown to select your school.

4. Fill in the code the school created for you. Please contact the school if you do not know the code.

5. Click Submit.

6. If the code is successful, then the below screen will appear. Type in the required information in the boxes below:

Sign Up Form

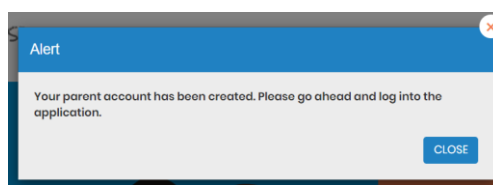| Person Type:	Parent
Parent First Name :	
Parent Last Name:	
Parent Number:	
Email Address:	
Create Password:	
Confirm Password:	

Send Account Creation Request

7. Type in a password in the Create Password box. Then type in your password a second time in the Confirm Password box.

8. Click Send Account Creation Request. (Your registration is successful if you see the box below.)
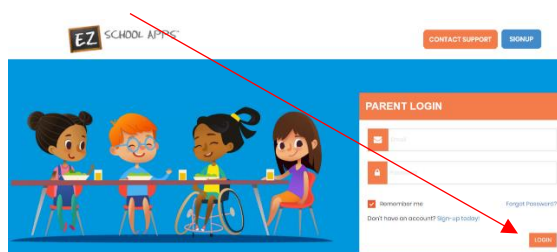
Alert

Your parent account has been created. Please go ahead and log into the application.

CLOSE

Create or Add Missing Student

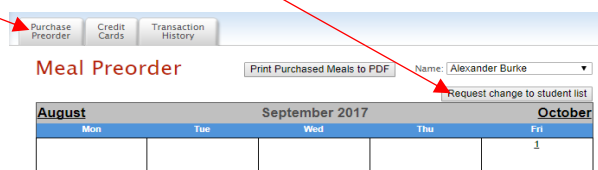1. Login using your email address and password that you just created.

PARENT LOGIN

Remember me   Forgot Password?
Don't have an account? Sign-up today!

LOGIN

2. Click on Purchase Preorder and then click the Request change to student list button.
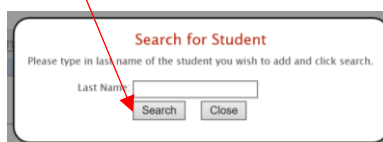
Purchase Preorder | Credit Cards | Transaction History

Meal Preorder   Print Purchased Meals to PDF   Name: Alexander Burke

Request change to student list

August		September 2017		October
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				1

3. Type in the student last name and click Search button.
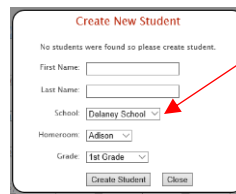
Search for Student

Please type in last name of the student you wish to add and click search.

Last Name

Search   Close

4. If no student is found with that last name, you will get the following box. Fill out all of the student information and click Create Student. Use the dropdowns to choose School, Homeroom and Grade.

Create New Student

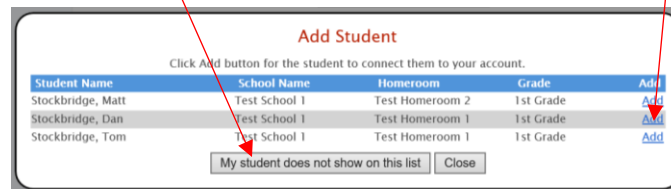No students were found so please create student.

First Name:

Last Name:

School: Delaney School

Homeroom: Adison

Grade: 1st Grade

Create Student   Close

5. If other students with the same last name show the following will occur. Click the Add button next to the student if your student is showing.

6. If you do not see your student, click My student does not show on this list button and follow the step 4 instructions.
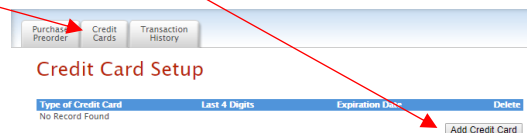
Add Student

Click Add button for the student to connect them to your account.

Student Name	School Name	Homeroom	Grade	Add
Stockbridge, Matt	Test School 1	Test Homeroom 2	1st Grade	Add
Stockbridge, Dan	Test School 1	Test Homeroom 1	1st Grade	Add
Stockbridge, Tom	Test School 1	Test Homeroom 1	1st Grade	Add

My student does not show on this list   Close

Adding a Credit Card

The credit card information that you will be submitting here will be stored and processed by Paypal. You do not need to create an account with Paypal to use.
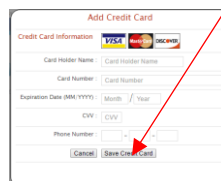
1. Click on the Credit Cards tab. Then click Add Credit Card.

Purchase Preorder | Credit Cards | Transaction History

Credit Card Setup

Type of Credit Card	Last 4 Digits	Expiration Date	Delete
No Record Found			

Add Credit Card

2. Add the above information about your credit card and click on Save Credit Card.

Add Credit Card

Credit Card Information   VISA MasterCard DISCOVER

Card Holder Name: Card Holder Name

Card Number: Card Number

Expiration Date (MM/YYYY): Month / Year

CVV: CVV

Phone Number:

Cancel   Save Credit Card
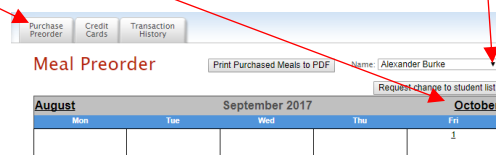
3. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

Preorder Meals and Add Money

1. **When you preorder meals, you will be required to pay the balance. If you do not pay the balance your order will not be placed.**

2. Click on Purchase Preorder to view the available lunches and show your student's name.

3. You can change months by clicking on the month before or after.

Purchase Preorder | Credit Cards | Transaction History

Meal Preorder

Print Purchased Meals to PDF   Name: Alexander Burke

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4. Begin to select lunches for the different days by click on the circle in front of the correct choice. (There is a slight delay before choosing an item for the next day.) **Your choices are not saved until you pay for the lunches and they turn blue.**

5. This box should show your student's name. **IMPORTANT:** If you have more than one student in the school use the dropdown to select the correct student.

6. Under the menu it automatically provides you with the amount of money in the Current Student Bank.
7. It automatically provides you with the amount of money for the preorder.

8. It automatically provides you with Owed Amount (combination of Current Student Balance and Preorder).

9. You will need to add additional money if there are not sufficient funds in the Current Student Bank.

10. Click on Save/Pay. **(Even if you don't owe any money, you must still click on Save/Pay)**

11. **When your order has been placed the items you ordered will turn blue. This indicates the the order was successfully completed.**

12. Click on Print Calendar as PDF to print out calendars for your student(s).

6

Add Money

Payment Option: MasterCard-4444 ▼
Amount to Add: $ 47.75 ☐ Choose specific amount
Convenience Charge : $ 1.95
Total Amount : $ 49.70

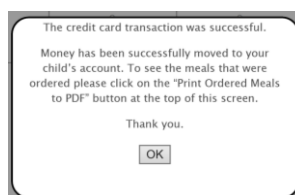Cancel | Add Amount

The credit card charge for this transaction will show as "EZ School Apps" on the credit card statement. If you dispute this credit card transaction the "charge back" fee of $15 imposed by the bank will be billed to the school. The payment may show as reccuring on your bill but you can ignore this.

13. Click on Add Amount if you only want to add the amount for your current order. You can also add more funds than just for the foods you are ordering at this time by selecting the "Choose specific amount" button.

14. You will get the following popup box when the transaction is successful.

The credit card transaction was successful.

Money has been successfully moved to your child's account. To see the meals that were ordered please click on the "Print Ordered Meals to PDF" button at the top of this screen.

Thank you.

OK

Please Note: If your credit card is declined, we suggest you try a different credit card or call your credit card company to discover what is the issue.

Please Also Note: The credit card charge for these transactions will show as "EZ School Apps or EZ School Lunch or EZ School Payment" on your credit card statement. If you dispute this credit card transaction a "charge back" fee of $15 may be imposed by the bank to your school since they are the recipient of the funds.

Transaction History

1. Click on the Transaction History tab to see a current history of your student's payments and purchases.

Purchase Preorder	Credit Cards	Transaction History

Transaction History

Person Name: Alexander Burke ▼

Current Balance
$ 21.75

Payment Date	Description	Change Amount	Previous Amount
7/31/2017	Waffles – PrePay	$ -0.50	22.25
7/31/2017	Ham Sandwich – PrePay	$ -0.50	22.75
7/29/2017	Starting Balance	$ 4.15	18.60
7/29/2017	Cheeseburger – PrePay	$ -0.40	19.00
7/29/2017	Cereal – PrePay	$ -1.00	20.00
7/29/2017	Cash	$ 20.00	0.00