

As the food service provider at Brother Rice, we welcome you to the 2017-2018 school year!

Deposits to student lunch accounts can be made online through ACH payments, or by Cash/Check in the Cafeteria. (**Checks made payable to TruFood**)

In order to take advantage of this on-line service, a parent account is required. Brother Rice recommends that each family create a parent account in order to view purchases and receive alerts.

Brother Rice parents can signup for an account at www.myschoolaccount.com.

**PARENT ACCOUNT INTRODUCTION**

**To create an account:**

1. Go to www.myschoolaccount.com
2. Click “Create Account” on the top menu bar.
3. Fill in the required information on the “Parent Account Sign-Up page.”
4. Choose Brother Rice High School from the “School District” drop down menu.
5. Create a User ID and Password
6. Click the “Accept” box, and then click “Signup.” An email will be sent to your email address that will contain a “verification code.”

**After you receive the “verification code” begin to add your son’s information:**

1. Go to www.myschoolaccount.com and login using the previously created user ID and password.
2. Enter the “verification code” to confirm the account.
3. Begin by selecting “Manage Students” then click “Add Student”. You will need each of your sons’ student ID numbers. Student ID numbers are available in Infinite Campus.
4. Once added, you will be able to view the lunch account activity and make payments to the student lunch account.
5. There is a $2.00 charge each time you make an online ACH deposit -- there is no charge for a Cash or Check deposit in the Cafeteria. If you have 2 or more children assigned to your account, you may make a payment to each account and only be charged for one transaction. Example: 3 students, $20.00 payment to each student, total charge would be $62.00.
6. Allow 24 hours for online ACH deposits to be available for use.

Money that is not spent by the end of the school year will be available the following school year. Account balances for senior students will be refunded after graduation.

If you have any questions about lunch accounts, contact: mcifanistepp@gmail.com

Monthly menus will be posted to Edline for your planning purposes.

Maria Cifani-Stepp

Director of Business Operations

TruFood Management Company