# EZ School App Directions
Parent Sign Up with Purchase Preordering

Parents should contact your school (or caterer) when any type of support is needed. You can use the following link https://www.ezschoolapps.com/ParentLogin.aspx.com and click on the Contact Support link on the top right corner to reach them.

First Time 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 https://www.ezschoolapps.com/ParentLogin.aspx .

2. Click on SIGN-UP.
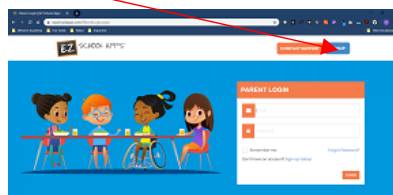
3. Type in the school's zip code in the box.
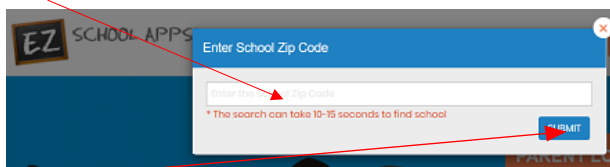
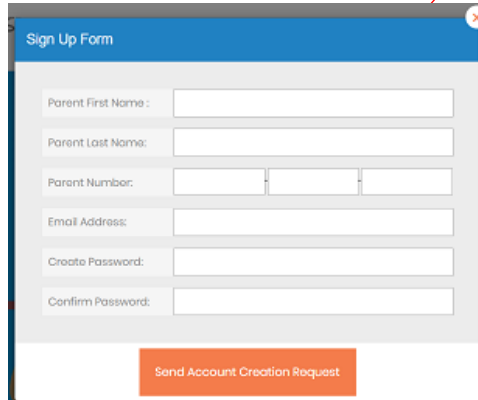

4. Click Submit.

5. Use the dropdown to select your school. (If you have multiple students in the same school system then just choose a single school and submit the multiple student names. The school that receives the request will put the information in for the multiple schools.)
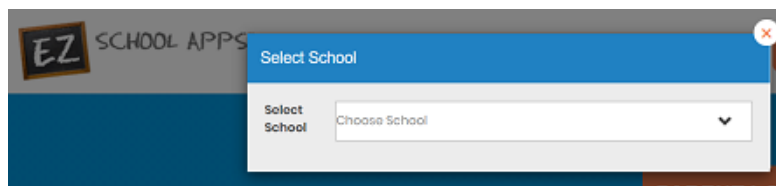
6. Fill in the code the school created for you. Please contact the school if you do not know the code.
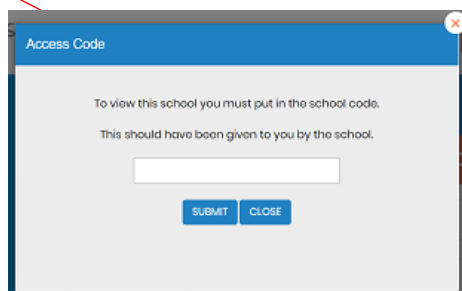
7. If the code is successful the below screen will appear. Type in the required information.
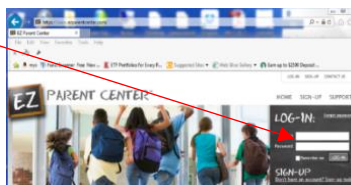

8. Type in a password in the Create Password box. Then type in your password a second time in the Confirm Password box.

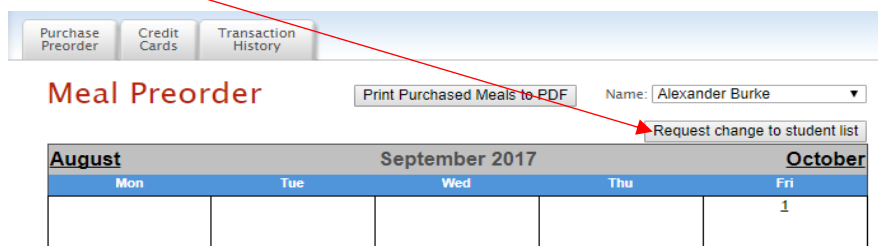9. Click Send Account Creation Request. (Your registration is successful if you see this box.)

Parent Login

1. Go to https://www.ezschoolapps.com/ParentLogin.aspx .
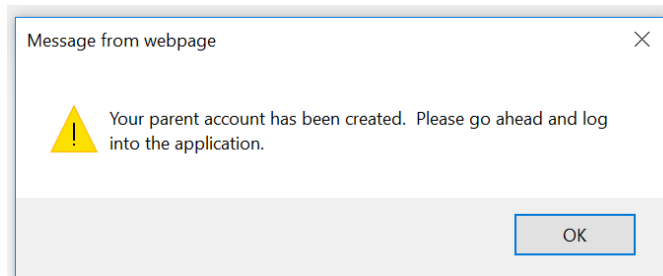
2. Login using your email address and password.

3. Click the Request change to student list button

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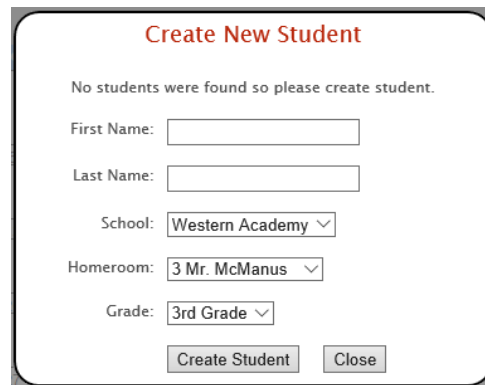
Search for Student

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

Last Name: [   ]

[Search] [Close]

5. If no student is found with that last name you will get the following box.

Create New Student

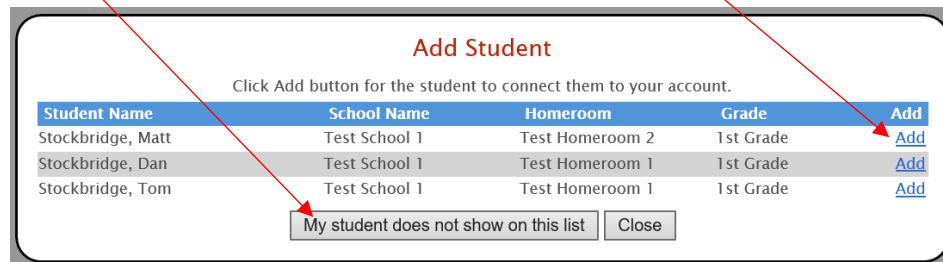No students were found so please create student.

First Name: [   ]

Last Name: [   ]

School: [Western Academy ∨]

Homeroom: [3 Mr. McManus ∨]

Grade: [3rd Grade ∨]

[Create Student] [Close]

6. Fill out all of the student information and click Create Student.

7. If other student with the same last name show the following will occur.

8. Click the Add button next to the student if your student is showing.

9. If you do not see your student, click My student does not show on this list.

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]

10. Put in Student information and click Create Student

Create New Student

No students were found so please create student.
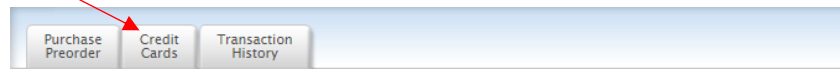
First Name: [   ]

Last Name: [   ]

School: [Test School 1 ∨]

Homeroom: [Test Homeroom 1 ∨]

Grade: [1st Grade ∨]

[Create Student] [Close]
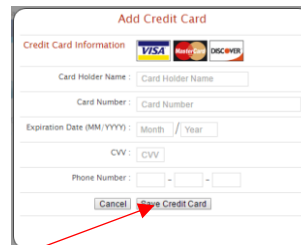
Adding a Credit Card

1. 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.

2. Click on the Credit Cards tab.

1. Click on Add Credit Card

2. Add the above information about your credit card.

3. Click Save Credit Card.

4. 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.

3. 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.

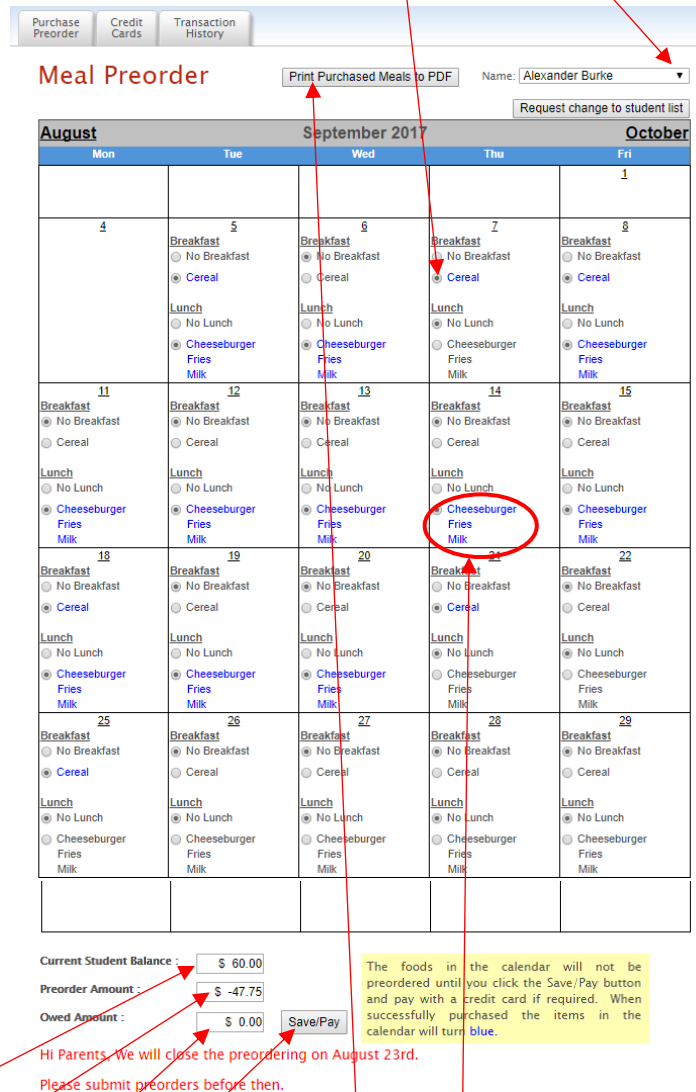4. You can change months by clicking on the month before or after.
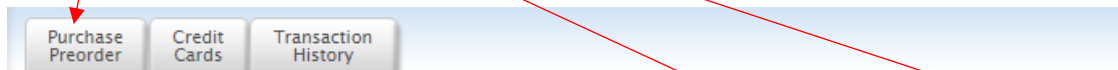
4

5. 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.)

6. 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.

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

8. It automatically provides you with the amount of money for the preorder.

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

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

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

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

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

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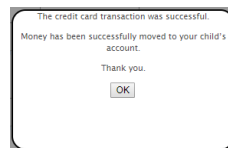**Add Money**

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.

14. Click on Add Amount if you only want to add the amount for your current order. You can add more funds than just for the foods you are ordering at this time. Go to the section right below starting with **OR** to read the instructions.

15. You will get the following popup box when the transaction is successful.
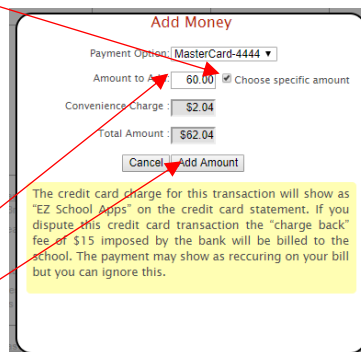
The credit card transaction was successful.
Money has been successfully moved to your child's account.
Thank you.
OK

16. **If your credit card is declined, there is nothing we can do. We suggest you try a different credit card or call your cred card company to discover what is the issue.**

OR

17. Click on Choose specific amount if you want to add additional funds to your student's account.

Add Money

Payment Option: MasterCard-4444 ▾
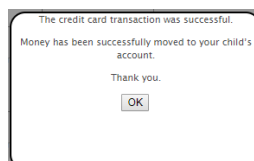Amount to Add: 60.00 ☑ Choose specific amount
Convenience Charge : $2.04
Total Amount : $62.04
Cancel | Add Amount

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.

18. Type in the specific amount you want to add.

19. Click Add Amount.

20. 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.
Thank you.
OK

21. **If your credit card is declined, there is nothing we can do. We suggest you try a different credit card or call your credit card company to discover what is the issue.**

22. The credit card charge for this transaction will show as "EZ School Apps or EZ School Lunch or EZ School Payment" on the credit card statement. If you dispute this credit card transaction the "charge back" fee of $15 imposed by the bank may go to the school.

Transaction History

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