

# Valley Catholic Elementary School Lunch Payment Overview & Setup

Name: **Student Name**      **Grade**

ID#: **Student ID Number**

Valley Catholic Elementary School uses a lunch system called **SchoolCafe**, for student lunch, milk and water 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.

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](http://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 found at the top of this page
  - 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
10. Congratulations! You are all set!