Lunch Payment Overview & Setup

Valley Catholic High School has switched to a new computerized lunch system called **SchoolCafe**. **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.

Since we have switched to a new lunch system, all students must create an account with SchoolCafe.
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
        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. Student ID numbers are the PowerSchool student username. PowerSchool information is also in the Registration Packet.
    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. A minimum deposit of $30 is required. The maximum deposit is $100.

11. If a student does pay cash for lunch the "change" will be credited to the SchoolCafe account.

12. Congratulations! You should be good to go.