

St. Joseph School is excited to announce the launch of a new online service* that will allow you to monitor your children's lunchtime purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments or by credit card. Parents can also set up Auto Replenish for their student's account.

Every SJS family will need to create a parent account, regardless if you intend to purchase school lunch or not. This service may be used in the future for other school purchases & events.

To Create a Parent Account - This requires you to:

Go to <https://sjslunch.revtrak.net/>

Click Create an Account and complete the set up and login

Choose Pay Here in the Lunch Payments Tile

Click Add Student

Enter your Child's Id and Verification code **which you can get by emailing sjsoffice@sjsdanbury.org**

After the students are added you will be able to make a One Time Payment to their lunch account.

Setup Auto replenish and a low balance email by Clicking on **Auto Replenish**. As purchases are made, you will be able to view the lunch account activity. *ACH and credit card payments will be accepted with a 3.62% processing fee

To Place your preorder, Click the (MSA) Pre Order Button

This will take you to www.myschoolaccount.com.

The first time you go to this site, please follow these instructions:

Click "Create Account" on the top menu bar.

Fill in the required information on the "Parent Account Sign-Up page."

Choose your School District name from the "School District" drop down menu.

Create a User ID and Password

Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

**** This verification code will not be the same as the one you used on the revtrak webstore ****

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

Go to www.myschoolaccount.com and login using your previously created user ID and password.

Enter the "verification code" to verify your account and email address.

Begin adding your children's information according to the guidelines provided. You will need each of your child's **ID number** and **verification code**. These will be provided for you by emailing lunch@sjsdanbury.org

After the students are added you will be able to view the lunch account activity and place your pre-orders (order lunch in advance).

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this or any other food service program, please contact us at lunch@sjsdanbury.org