Track your child's cafeteria purchases and be alerted of low balances

STEP 1

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

STEP 2

- AFTER receiving verification code:
1. Go to www.myschoolaccount.com and log in using your previously created User ID and Password
2. Enter the verification code to verify account and email address
3. Add your child's account – you will need their lunch number. Call Copiah Academy if you do not know this #.
4. Scroll down and click the box to be notified of low balance; you can enter the amount you wish.
5. Click the "enable" box to the right of this request.
6. Click the SAVE button

ADDING FUNDS

1. On line via credit/debit card or bank account. There is a fee for this service. These funds will not be available for your child until the information syncs with on-campus program (usually within 24 hours).
2. Through main office at Copiah Academy via check, cash, or credit/debit card (3% charge for credit/debit use). These funds will be available immediately for your child but you will not view them until information syncs with off-campus program.

MONITOR

Your child's daily spending will be available for viewing after the on-campus information syncs with the off-campus information (generally at midnight each day). At this time, if your child reaches a low balance, you would receive a low-balance email IF you have opted for such. This setting is found under Manage My Account if you need to go back and add it if you have already set up your account.

As always, please call the main office (601-892-3770) should you have questions about this program.

Remove bottom portion, sign and return with your child to their homeroom or English teacher by 11/16/16.
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I have reviewed the information about setting up and monitoring my child's lunch account at Copiah Academy.

I understand that I will need to keep this account current and my child will not be allowed to charge food if they owe more than $10.00 on their account.

Parent: _____   Date: _____

Child: _____

- **RETURN THE BOTTOM PORTION TO THE HOMEROOM OR ENGLISH TEACHER BY 11/16/16**