



Dear Mercy Montessori Families,

WG Grinders partners with MySchoolAccount.com for the managing of our lunch service software and payments. MySchoolAccount.com offers you the ability to make deposits directly into your student's account online or via their Mobile App. Here you can track what your children have been eating for the past 30 days, transfer funds between students and have an email reminder sent to you when an account balance gets low. Deposits and payments can be made through ACH (checking/savings) or Credit/Debit Card. We will still accept checks sent to the school (made out to WG Grinders), credit card payments at the register, and cash. Each child's account will be updated in real time, so account balance information will be current daily.

To take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com).
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Select **OH** for the state
5. Create a User ID and Password
6. Choose **WG Grinders** from the "School District" drop down menu.
7. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

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

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. **Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID numbers to add each student (this is the same as their school id). Add the prefix "MMS" to the beginning of the ID number to locate the account.**
4. After the students are added you will be able to make payments to the student account(s) and view transaction history.

**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 funding your student's account in advance online for use as a declining balance in line.

**\*Note: There will be a per transaction convenience fee of \$2.00 at check out for Checking/Savings and 4.75% for credit/debit. These convenience fees are only associated to financial deposits and not necessarily purchases.**

Note: Any money that was left on your child's account at the end of the 22/23 school year will show up on your new myschoolaccount for the 23/24 school year automatically. There is nothing that you need to do for this to happen. Also, any money that is not spent by the end of the school year will be available the following school year.

Feel free to e-mail me with any questions.

Sincerely,

Mark Jones  
IT Director  
WG Grinders Catering and Cafeteria Operations  
(937) 760-7346  
[wggrinders@wggrindersdayton.com](mailto:wggrinders@wggrindersdayton.com)



## How to Access Your Child's ID number from Renweb

Please log in to your renweb account.

Remember our unique school ID is MM-OH

You need to know your password. If you have forgotten, there is a button for Forgotten Password.

Once logged in, on the left side of the page, you should see the headings:

School

Student

Family

Resources

Click on "Family".

On this page, in the center at the top you will see a white box with your name in it.

To the right of that is a small drop down arrow.

Click on the drop down arrow.

Click on your child's name.

On the new page that pops up, you should see your child's name with the ID number listed. Each one of your children will have his/her own ID.

This number is the number to be used when you set up the W.G.Grinders account for your student.

Please let us know if you have any troubles accessing your child's ID number. Amy Scull

is the contact for this. [ascull@mercymontessori.org](mailto:ascull@mercymontessori.org) or 513.475.6700 ext 227.

Questions about the debit program for the lunches need to be answered by the W.g.Grinders staff members. Mark Jones is your contact for those questions.

[wggrinders@wggrindersdayton.com](mailto:wggrinders@wggrindersdayton.com) or by phone at (937) 760-7346.

Note: Make sure you select the other options when you switch the language.

Make your selections below:

Language / Langue / Lengua:	<input type="text" value="English"/>
Pick Year:	<input type="text" value="2022"/>
Pick Month:	<input type="text" value="October"/>
Pick Start Day:	<input type="text" value="Sunday"/>
Pick Color Scheme:	<input type="text" value="Blue"/>
Show Lines:	<input type="text" value="Yes"/>

**Make sure you select the other options when you switch the language.**

Pick Year:

Pick Month:

the other options  
when you switch the  
language.

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1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

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October 2022

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