



EZ School Apps Instructions for Parent Sign Up with Purchase Preordering (Parent Create)

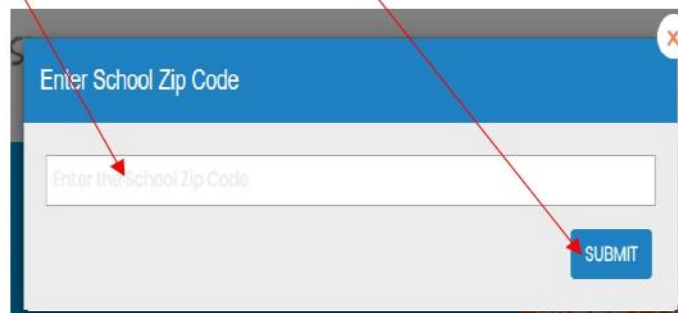
New Parent Sign Up

Below are the instructions for parents to create an account and request access to one or multiple students. After a successful sign-up you will be able to login right away and create or connect to your students. Some of the pages below may or may not exist in your account depending on the access the school gives to the parents.

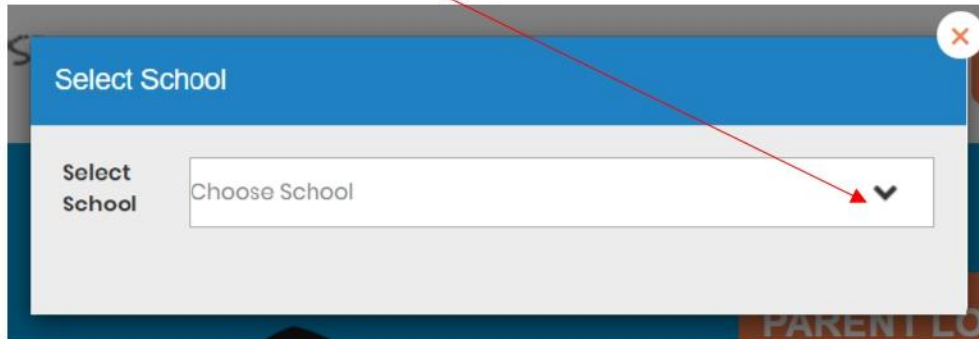
1. Go to www.ezschoollapps.com/ParentLogin.aspx, click on SIGNUP



2. Type in the school's zip code in the box and click Submit.

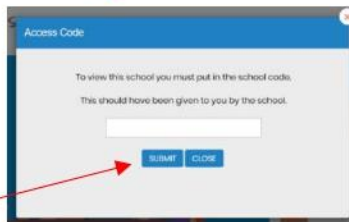


- Use the dropdown to select your school.



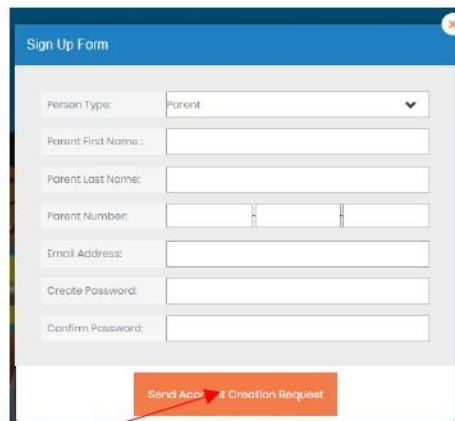
- Fill in the code the school created for you. Please contact the school if you do not know the code.

SCHOOL CODE:
HHP2020



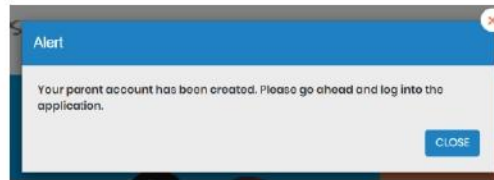
- Click Submit.

- If the code is successful, then the below screen will appear. Type in the required information in the boxes below:



- Type in a password in the Create Password box. Then type in your password a second time in the Confirm Password box.

- Click Send Account Creation Request. (Your registration is successful if you see the box below.)



Create or Add Missing Student

- Login using your email address and password that you just created.



- Click on Purchase Preorder and then click the Request change to student list button.



- Type in the student last name and click Search button.



- If no student is found with that last name, you will get the following box. Fill out all of the student information and click Create Student. Use the dropdowns to choose School, Homeroom and Grade.



Create New Student

No students were found so please create student.

First Name

Last Name

School: **Drakeley School**

Homeroom: **Adison**

Grade: **1st Grade**

Create Student

Close

The homeroom will match the grade. I.E.

Homeroom: 3rd Grade

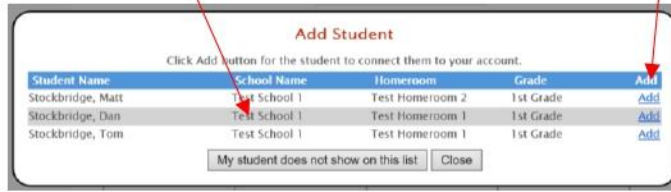
Grade: 3rd Grade

UNLESS your child is in montessori in which case it should look like:

Homeroom: Montessori

Grade: 3rd Grade

- If other students with the same last name show the following will occur. Click the Add button next to the student if your student is showing.
- If you do not see your student, **OR need to add another sibling with the same last name**, click My student does not show on this list button and follow the step 4 instructions.



Add Student

Click Add button for the student to connect them to your account.

Student Name	School Name	Homeroom	Grade	Add
Stockbridge, Matt	Test School 1	Test Homeroom 2	1st Grade	Add
Stockbridge, Dan	Test School 1	Test Homeroom 1	1st Grade	Add
Stockbridge, Tom	Test School 1	Test Homeroom 1	1st Grade	Add

[My student does not show on this list](#)
[Close](#)

Adding a Credit Card

The credit card information that you will be submitting here will be stored and processed by Paypal. You do not need to create an account with Paypal to use.

- Click on the Credit Cards tab. Then click Add Credit Card.



Credit Card Setup

Type of Credit Card	Last 4 Digits	Expiration Date	Delete
No Record Found			

[Add Credit Card](#)

- Add the above information about your credit card and click on Save Credit Card.



Add Credit Card

Card Holder Information

Card Holder Name: Cardholder Name

Card Number: Card Number

Expiration Date (MM/YY): / Month Year

CVC: CVC

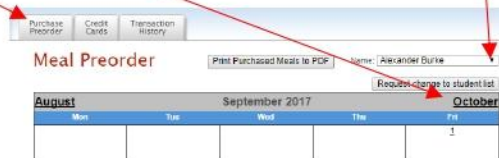
Phone Number: Phone Number

[Cancel](#)
[Save Credit Card](#)

- For safety and security, the only numbers saved on our site are the last four digits of the credit card.

Preorder Meals and Add Money

- When you preorder meals, you will be required to pay the balance. If you do not pay the balance your order will not be placed.**
- Click on Purchase Preorder to view the available lunches and show your student's name.
- You can change months by clicking on the month before or after.



Meal Preorder

[Print Purchased Meals to PDF](#)
Name: [Alexander Burke](#)
[Requires change to student list](#)

[August](#)
[September 2017](#)
[October](#)

Mon	Tue	Wed	Thu	Fri
				1

- Begin to select lunches for the different days by click on the circle in front of the correct choice. (There is a slight delay before choosing an item for the next day.) **Your choices are not saved until you pay for the lunches and they turn blue.**

There is a 2.50 credit card surcharge for every new transaction on the account.

5. This box should show your student's name. **IMPORTANT:** If you have more than one student in the school use the dropdown to select the correct student.

Purchase Preorder
Credit Cards
Transaction History

Meal Preorder

[Print Purchased Meals to PDF](#)

Name: Alexander Burke

▼

[Request change to student list](#)

August		September 2017			October
Mon	Tue	Wed	Thu	Fri	
				1	
4	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	
11	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	
18	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	
25	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	Breakfast ☒ No Breakfast ☒ Cereal Lunch ☒ No Lunch ☒ Cheeseburger Fries Milk	

Current Student Balance : \$ 60.00

Preorder Amount : \$ -47.75

Owed Amount : \$ 0.00

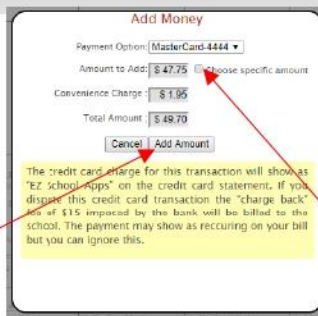
[Save/Pay](#)

Hi Parents, We will close the preordering on August 23rd.

Please submit preorders before then.

The foods in the calendar will not be preordered until you click the Save/Pay button and pay with a credit card if required. When successfully purchased the items in the calendar will turn blue.

6. Under the menu it automatically provides you with the amount of money in the Current Student Bank.
7. It automatically provides you with the amount of money for the preorder.
8. It automatically provides you with Owed Amount (combination of Current Student Balance and Preorder).
9. You will need to add additional money if there are not sufficient funds in the Current Student Bank.
10. Click on Save/Pay. **(Even if you don't owe any money, you must still click on Save/Pay)**
11. **When your order has been placed the items you ordered will turn blue. This indicates the the order was successfully completed.**
12. Click on Print Calendar as PDF to print out calendars for your student(s).



Add Money

Payment Option: **MasterCard-4444** ▼

Amount to Add: **\$47.75** [Choose specific amount](#)

Convenience Charge: **\$1.95**

Total Amount: **\$49.70**

Cancel **Add Amount**

The credit card charge for this transaction will show as "EZ School Apps" on the credit card statement. If you dispute this credit card transaction the "charge back" fee of \$15 imposed by the bank will be billed to the school. The payment may show as recurring on your bill but you can ignore this.

- Click on Add Amount if you only want to add the amount for your current order. You can also add more funds than just for the foods you are ordering at this time by selecting the "Choose specific amount" button.
- You will get the following popup box when the transaction is successful.



The credit card transaction was successful.

Money has been successfully moved to your child's account. To see the meals that were ordered please click on the "Print Ordered Meals to PDF" button at the top of this screen.

Thank you.

OK

Please Note: If your credit card is declined, we suggest you try a different credit card or call your credit card company to discover what is the issue.

Please Also Note: The credit card charge for these transactions will show as "EZ School Apps or EZ School Lunch or EZ School Payment" on your credit card statement. If you dispute this credit card transaction a "charge back" fee of \$15 may be imposed by the bank to your school since they are the recipient of the funds.

Transaction History

- Click on the Transaction History tab to see a current history of your student's payments and purchases.



Purchase Preorder **Credit Cards** **Transaction History**

Transaction History

Person Name: **Alexander Burke** ▼

Current Balance
\$ 21.75

Payment Date	Description	Change Amount	Previous Amount
7/31/2017	Waffles - PrePay	\$ -0.50	22.25
7/31/2017	Ham Sandwich - PrePay	\$ -0.50	22.75
7/29/2017	Starting Balance	\$ 4.15	18.60
7/29/2017	Cheeseburger - PrePay	\$ -0.40	19.00
7/29/2017	Cereal - PrePay	\$ -1.00	20.00
7/29/2017	Cash	\$ 20.00	0.00

If you have a child in JK-5th Grade:

1. If in montessori, please put in “**montessori**” for **homeroom** during signup.
2. Your menu should look similar to this:

11	12	13	14	15
<u>Lunch</u> ☒ No Lunch ☐ (LS) Chicken Caesar Salad ☐ (LS) Chicken Salad ☐ (LS) Crudité Platter ☐ (LS) JUNIOR Taco Tuesday ☐ (LS) REGULAR Taco Tuesday ☐ (LS) SUPER Taco Tuesday ☐ (LS) Turkey Club Wrap <u>Lunch Snack</u> ☒ No Lunch Snack ☐ (LS) Brownie ☐ (LS) Cookie ☐ (LS) Fruit Cup ☐ (LS) Granola Bar	<u>Lunch</u> ☒ No Lunch ☐ (LS) Chef's Salad ☐ (LS) Chicken Salad ☐ (LS) Crudité Platter ☐ (LS) Ham & Swiss Wrap ☐ (LS) JUNIOR Chicken Nuggets ☐ (LS) REGULAR Chicken Nuggets ☐ (LS) SUPER Chicken Nuggets <u>Lunch Snack</u> ☒ No Lunch Snack ☐ (LS) Brownie ☐ (LS) Cookie ☐ (LS) Fruit Cup ☐ (LS) Granola Bar	<u>Lunch</u> ☒ No Lunch ☐ (LS) Chicken Caesar Salad ☐ (LS) Chicken Salad ☐ (LS) Crudité Platter ☐ (LS) JUNIOR Pancakes ☐ (LS) REGULAR Pancakes ☐ (LS) SUPER Pancakes ☐ (LS) Turkey Club Wrap <u>Lunch Snack</u> ☒ No Lunch Snack ☐ (LS) Brownie ☐ (LS) Cookie ☐ (LS) Fruit Cup ☐ (LS) Granola Bar	<u>Lunch</u> ☒ No Lunch ☐ (LS) Chef's Salad ☐ (LS) Chicken Salad ☐ (LS) Crudité Platter ☐ (LS) Ham & Swiss Wrap ☐ (LS) JUNIOR Cheese Pizza ☐ (LS) REGULAR Cheese Pizza ☐ (LS) SUPER Cheese Pizza <u>Lunch Snack</u> ☒ No Lunch Snack ☐ (LS) Brownie ☐ (LS) Cookie ☐ (LS) Fruit Cup ☐ (LS) Granola Bar	

- The (LS) denotes that this menu is for the Lower School. If you do NOT see the (LS), please check your child's homeroom and grade again to ensure they are correct.
- You can choose one option for “**Lunch**” and one option for “**Lunch Snack**”.
- All items on this menu will be provided by Serg.

If you have a child in JK-5th Grade cont.

- The **Junior** size is recommended for the younger kids usually 2nd grade and below who don't eat very much at lunch time.
The **Regular** size is recommended for either the younger kids who can eat a lot, or for older kids in the 3rd to 5th grade range.
The **Super** (sometimes called "**Extra**") size is recommended for any 3rd-5th kids who need second helpings or larger portions.
- On **FRIDAY**: Only students from **JK-2nd Grade** will get lunch due to this being a half day.

If you have a child in 6th-12th Grade

1. Your menu should look like this:

11	12	13	14	15
	<u>Lunch</u> ☒ No Lunch ☐ Chef Salad ☐ Eggplant Parmesan	<u>Lunch</u> ☒ No Lunch ☐ Buffalo Chicken Sandwich ☐ Italian Chopped Salad	<u>Lunch</u> ☒ No Lunch ☐ Cheese Pizza ☐ Pepperoni Pizza ☐ Vegetarian Pizza	
18	19	20	21	22
<u>Lunch</u> ☒ No Lunch ☐ BBQ Stuffed Baked Potato ☐ Chicken Parm Sliders	<u>Lunch</u> ☒ No Lunch ☐ Asian Chicken Salad ☐ Pulled Pork Burrito Bowl	<u>Lunch</u> ☒ No Lunch ☐ Chicken Alfredo ☐ Grilled Chicken Caesar Wrap	<u>Lunch</u> ☒ No Lunch ☐ Cheese Pizza ☐ Pepperoni Pizza ☐ Vegetarian Pizza	

- This menu has **no** (LS) on the menu options. If you see an (LS) with menu options, please check your child's homeroom and grade to ensure they are correct.
- All options on this menu will be made by the HHPrep Dining Hall.
- There is **no** lunch provided on fridays due to it being a half day.