

***Lexington Foods***  
***McGill-Toolen Catholic Dining Hall Provider***

MY SCHOOL ACCOUNT is a convenient, secure way to make funds available to your child for use on dining services. Please be assured that payments made by cash or check will automatically be added to your child's myschoolaccount at the register. However, our changeless operation eliminates any change or misplaced monies.

In order to take advantage of our changeless 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 "State", then select "The School"
5. Create a parent User ID and Password
6. 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 child's information. To do this, you will:

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.
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

**NOTE FOR PAYMENTS:** All payments made by midnight EST (11:00 PM Central) each night will be posted to each child's account balance for the following school day. If the payment is made after this time, the funds will not be available for the student to use at check-out until the day after the following day.

5. Set up email reminders for low balances by going to "Manage My Students"; check the box marked "Send Low Balance Notification" and "Save".

For MySchoolAccount support, please email [support@myschoolaccount.com](mailto:support@myschoolaccount.com)

**Account Balance:** Account holders are not allowed to go into a negative balance. Please set your account to send you a low balance notification via email. Select "Manage My Students"; "Send Low Balance Notifications" and "Save".

**Questions:** Direct questions regarding account balances or general service to the Food Service Director at 251-445-2915.