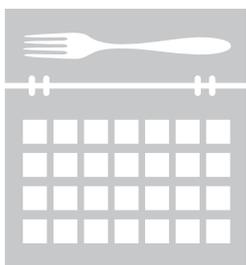




myschoolaccount.com



PREORDER

PARENT USER GUIDE



INTRODUCTION

In this user guide you will cover the following:

- **Place a Preorder** 3
- **Place a Preorder with Insufficient Funds** 5
- **Loss of Preorder Info** 5

PLACE A PREORDER

- Log onto to **myschoolaccount.com** 
- Once you are on the dashboard, click on the **Preorder Icon**.
- The Preorder page will appear. (see figure below)



Signed in as Henry Johnson [MANAGE MY ACCOUNT](#) [LOGOUT](#) (1) ITEMS

Dashboard Manage Students Deposit Funds Preorder Support

ORDER MEALS ORDER HISTORY PURCHASE HISTORY LUNCH MENU LUNCH COUPONS

SELECT DATE

<< Prev SEPTEMBER 2015 Next >>

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Start Date:
End Date:
[CLEAR DATES](#)

LEGEND

-  Ordering Open
-  Ordering On Hold
-  Ordering Closed
-  Already Purchased

[Add to Cart](#) Add To Cart
[Remove from Cart](#) Remove From Cart

PREORDER MENU

SELECT STUDENT **Jeremy Adams**

The 6 Easy Steps for Completing the Meal Preorder Process

1. Using the mini calendar to the left, click on the start and end dates for the date range you'd like to order meals for. If you need to change a date, click the date on mini calendar a second time to deselect it.
2. At this point, if a preorder calendar has been posted, the menu will be displayed for the student listed in the "SELECT STUDENT" drop down menu (located directly above this message). If you need to view / order menu items for another student, use this menu to choose the desired student.
3. Select the menu items to be purchased by clicking the round, green "+" button to the right of each item being offered. If applicable, repeat step 2 to order for multiple students.
4. After finishing all preorder selections for your student(s), click the "Proceed to Checkout" button.
5. Review the entire order, removing any erroneously added items. After verifying the checkout cart lists the correct items for purchase, click the "PROCEED" button.
6. If a payment is not necessary to complete the purchase, click the "ORDER NOW" button on the confirmation window that will appear after the checkout cart page. Otherwise, the payment process will automatically begin prior to receiving this final confirmation window.

Once at the checkout screen, you will be able to view a summary of the items purchased and its associated total cost. The students' projected balance (or final balance) is derived from subtracting the total amount of the preorder purchase, student by student, from that students' current balance.

Compatible with Internet Explorer, Firefox, Chrome, and Safari!!

- Using the mini calendar to the left, **click on the start and end dates** for the date range you'd like to order meals for. If you need to change a date, click the date on the mini calendar a second time to deselect it.
- At this point, if a preorder calendar has been posted (See figure 1.1 on next page), the menu will be displayed for the student listed in the "SELECT STUDENT" drop down menu. If you need to view/order menu items for another student, use this dropdown menu to choose the desired student.
- Select the menu items to be purchased by **clicking the "Add to Cart" button** to the right of each item being offered. You can change the quantity of the item by increasing the number in the quantity (qty) field. If applicable, repeat the steps above to order for multiple students.

PLACE A PREORDER (continued)

- To decrease the amount of items ordered or to remove any item, **click the “Remove from Cart” button** to the right of each item.
- After finishing all preorder selections for your student(s), **click the “Checkout Cart” button**.
- Review the entire order, removing any erroneously added items. After verifying the checkout cart lists the correct items for purchase, **click the “NEXT” button**.
- Once at the **“CONFIRM TRANSACTION”** screen, you will be able to view a summary of the items purchased and it’s associated total cost. The students’ new balance is derived from subtracting the total amount of the preorder purchase, student by student, from that students’ current balance.
- If a payment is not necessary to complete the purchase, **click the “FINISH” button**. Otherwise, the payment process will automatically begin prior to receiving this final confirmation window.

The screenshot displays the 'Preorder' section of the myschoolaccount.com website. At the top, it shows the user is signed in as Henry Johnson with options to 'MANAGE MY ACCOUNT' and 'LOGOUT'. A shopping cart icon indicates '(1) ITEMS'. The navigation bar includes 'Dashboard', 'Manage Students', 'Deposit Funds', 'Preorder', and 'Support'. Below this are buttons for 'ORDER MEALS', 'ORDER HISTORY', 'PURCHASE HISTORY', 'LUNCH MENU', and 'LUNCH COUPONS'. The main content area is divided into three sections: 'SELECT DATE', 'PREORDER MENU', and 'LEGEND'. The 'SELECT DATE' section shows a calendar for September 2015 with 'Start Date: Tue Sep 01 2015' and 'End Date: Wed Sep 30 2015'. The 'PREORDER MENU' section is titled 'SELECT STUDENT: Jeremy Adams' and contains a table of items. The 'LEGEND' section explains the status of ordering days. A 'CHECKOUT CART (1 ITEMS)' button is highlighted with a blue arrow. A summary table at the bottom shows the current balance, order total, and projected balance.

DATE	MENU ITEM	CATEGORY	PRICE	QTY	ACTION
SEP 1 Tue	Field trips Bkfst Meat BREAD	Ala Carte Bkfst Ala Carte Lunch	\$0.50 \$0.25	<input type="text"/>	<input type="text"/>
SEP 2 Wed	Field trips BIG GRABS	SNACK-CHIPS	\$0.75	<input type="text"/>	
SEP 3 Thu	Longleaf School Adult Lunch	Adult Lunch	\$2.25	<input type="text"/> 1	Remove from Cart
SEP 8 Tue	Field trips Bkfst Meat BREAD	Ala Carte Bkfst Ala Carte Lunch	\$0.50 \$0.25	<input type="text"/> 1 <input type="text"/> 1	Add to Cart Add to Cart
SEP 9 Wed	Field trips Bkfst Meat BREAD	Ala Carte Bkfst Ala Carte Lunch	\$0.50 \$0.25	<input type="text"/> 1 <input type="text"/> 1	Add to Cart Add to Cart

Current Balance	\$1,336.00
Order Total	\$2.25
Projected Balance	\$1,333.75

Figure 1.1

PLACE A PREORDER WITH INSUFFICIENT FUNDS

Q: What if I am logged into my child's account while making selections and then realized that my child's account has insufficient funds needed to complete the purchase?

A: While placing a preorder, if you notice the student's balance is at a negative or not enough to cover the entirety of the preorder menu transaction, you'll be allowed to add funds to the student's account when you are at the checkout.

LOSS OF PREORDER INFORMATION

Q: What happens if I am in the middle of selecting items for my child and do not complete the checkout process?

A: As items are being added to the checkout cart, record of the parent's selections are being recorded to the MSA web server and is not reliant on storing record of the selections on the user's computer. Once the parent logs into the system again and resumes selection of the preorder items, all previous selections will still be valid and appear in the checkout cart.

If the selections in your checkout cart were for food offered on a past date, the checkout cart will automatically remove the items for you. Likewise, if the food service director requires that orders are placed by a certain date and your items are no longer able to be purchased (i.e. they are marked "closed"), the checkout cart will remove these items from your cart automatically for you as well.