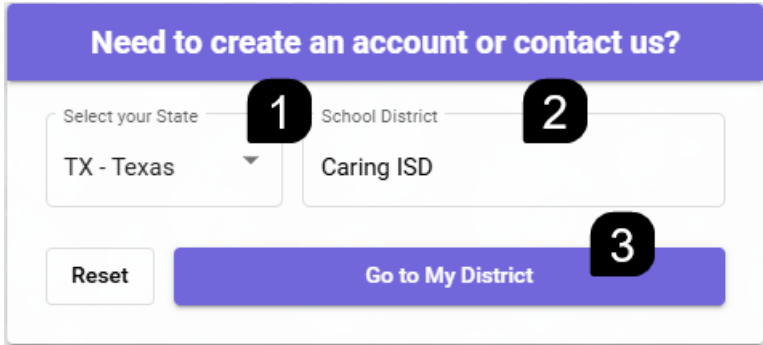
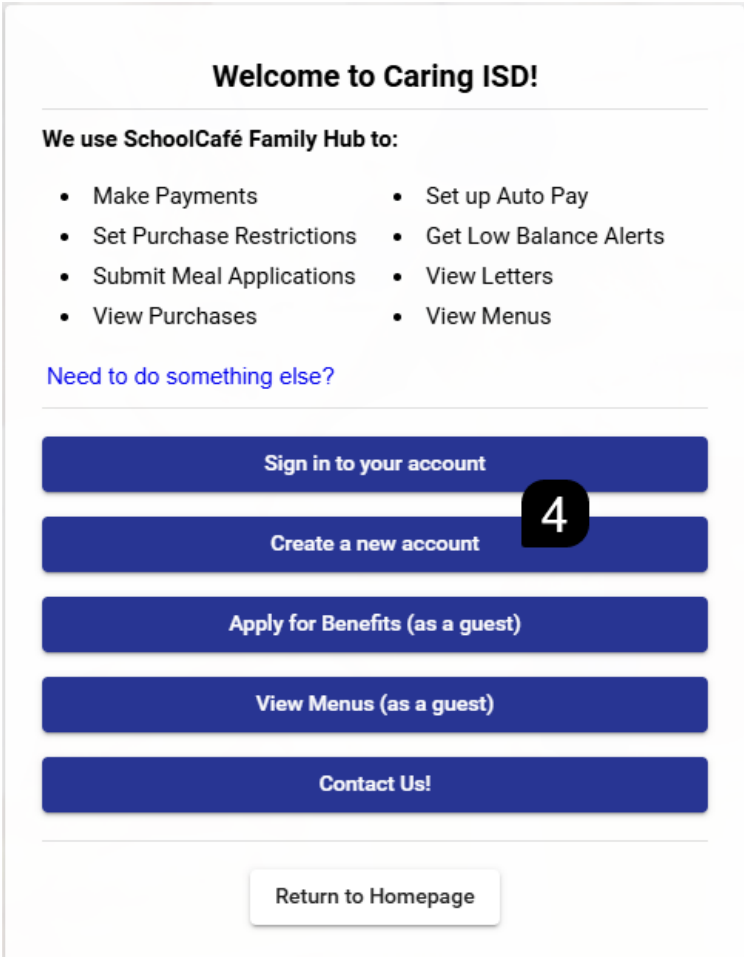


Category: ACCOUNT SETUP	Document Type: Quick Guide	Author: Content Team	Software Version: 1.0.0	Updated: 10/28/2024
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HOW TO CREATE A STAFF ACCOUNT

The following steps outline the process of creating a staff account in Family Hub.

⚠ Only creating a parent account is recommended if you are a staff member and the parent of a child in the district. Once you create a parent account, you can add yourself to it.

Process / Descriptions	Images
<p>To view the district homepage, follow the steps below. If you already have a link to the homepage, proceed to step 4.</p> <p>In the Need to create an account or contact us? section of the login page</p> <ol style="list-style-type: none"> 1. Select your State 2. Enter the name of your School District <i>School district names will populate as you enter characters into the field.</i> 3. Click the Go to My District button <i>The district's homepage displays.</i> 	
<ol style="list-style-type: none"> 4. Click the Create a new account button <i>The registration page displays.</i> 	

- 5. Select the **I'm an Employee of this District** option
- 6. Click the **Next** button to continue

Return to My District

1 Register

- I'm a Parent
I want to manage my child's cafeteria account.
- I'm a Student at this District
I want to manage my own cafeteria account.
- I'm an Employee of this District**
I want to manage my own cafeteria account.

2 Now, let's find your school.

3 Let's gather some basic information.

4 You're almost there! Let's set up your account credentials.

5

6 Next

- 7. Enter your **School Name**
School names will populate as you enter characters into the field.
- 8. Click the **Next** button to continue

Return to My District

1 Register

2 Now, let's find your school.

TX - Texas

School District
Caring ISD

School Name
PRIMERO MS

7

8 Next

3 Let's gather some basic information.

4 You're almost there! Let's set up your account credentials.

9. Click the **Continue with Apple** button to link your existing Apple account **OR**
10. Enter the following information:
 - **First Name**
 - **Last Name**
 - **Email**
 - **Phone Number**
11. Click the **Next** button to continue

[Return to My District](#)

- 1 Register
- 2 Now, let's find your school.
- 3 Let's gather some basic information.
 - 9 **Continue with Apple**
By continuing, you agree to SchoolCafé Family Hub's [Terms & Conditions - Privacy Policy](#)
 - First Name
John
 - Last Name
Doe
 - 10 Email
John.Doe@gmail.com
 - Phone Number
(281) 453-8500
 - 11 **Next**
- 4 You're almost there! Let's set up your account credentials.

12. Enter the following information:

- **Username**
The system will indicate if the username is available.
- **Password**
Passwords must contain more than eight characters, both upper and lowercase letters, and at least one number.
- Confirm the password
- Select a **Security Question**
- Enter an **Answer** for the security question
- Select the preferred **Language**

13. Click the **Checkbox** to accept the **Terms & Conditions**

14. Click the **Create My Account** button to continue
A security code will be sent to your email to verify your account.

The screenshot shows the registration process in the SchoolCafé Family Hub. At the top right is a "Return to My District" button. A progress indicator on the left shows four steps: 1. Register, 2. Now, let's find your school., 3. Let's gather some basic information., and 4. You're almost there! Let's set up your account credentials. The form fields are: Username (John.Doe, with a note "John.Doe is available."), Password (masked with dots), Password Strength (a progress bar from Weak to Strong), Confirm Password (masked with dots), Select a Security Question (What is your favorite color?), Answer (Purple), and Select language (English). At the bottom, there is a checkbox for "I accept the Terms & Conditions" and a "Create My Account" button. Callouts 12, 13, and 14 point to the Username field, the checkbox, and the "Create My Account" button respectively.

- 15. Enter the 6-digit verification code
- 16. Click the **Verify** button to continue
You will receive a message saying your email has been verified.

Enter verification code

In order to receive emails and alerts, please enter the security code that we have sent to your email address.

Enter the 6-digit code

Enter the 6-digit code

15

This message may take few moments to arrive. You may also need to check your spam folder.

Need to change your email address? [Click here to go to your profile.](#)

Didn't receive an email? [Click here to resend it.](#)

Cancel

16
Verify

- On the **Dashboard**
- 17. Click the **Link** icon to connect your cafeteria account

Dashboard

Connect To My Cafeteria Account

17

Connect to your School Cafeteria Account to view your Dashboard.

- 18. Enter the following information:
 - **School ID**
 - Select your **School**
 - **Last Name**
 - 19. Click the **Find My Cafeteria Account** button to link your SchoolCafé account with your Cafeteria ID account
- If you cannot find your cafeteria account, contact your nutrition office.

Let's find your cafeteria account!

To view your school ID card, you will need to connect to your cafeteria account.

Enter your School ID

Enter your School ID

School18

Last Name

Cancel

19
Find My Cafeteria Account