

## PURCHASING LUNCHES ONLINE WITH ABUNDANCE

We are excited to be the new lunch provider at Resurrection-St. Paul School! For those of you who are returning lunch participants, we will be using the same online payment platform that was used last school year, “myschoolaccount.com” (MSA). However, you will need to start from scratch by creating a new Parent Account. Accounts established using MSA with any other lunch vendor will not transfer to Abundance’s MSA platform. So, whether you are new to buying lunch or a returning patron, please follow the instructions below.

### 1. CREATE YOUR PARENT ACCOUNT

- Type [www.myschoolaccount.com](http://www.myschoolaccount.com) into your web browser’s window;
- Click the gray “Create Account” button at the top right of the screen;
- Enter the information requested and click the “Next” button;
- Create a User ID and Password and click “Next”;
- Choose “The Abundance Catering Company” from the School District drop-down menu. Read the User Agreement and check the box indicating you agree with its terms, then click “Next”;
- Check to make sure all the information on the next screen is correct. If it is, click the “Finish” button. If not, you can click “Back” to make any necessary changes;
- On the next screen, read the information and click “Continue”. A verification code will be sent to the email you indicated when registering;
- Log into your newly created Parent Account with the the Username and Password you just created. If you were not automatically directed you to the Log-In screen after clicking “Continue” (or you just stepped away for a bit), simply type the following into your web browser window: <https://secure.myschoolaccount.com/login.aspx>
- Enter the verification code you were just emailed into the white box in the middle of the screen, then click the red “Verify” button. Your Parent Account is now active and you should be immediately directed to your Dashboard page.

### 2. ACTIVATE YOUR CHILD(REN) AND ASSIGN THEM TO YOUR PARENT ACCOUNT:

- Send an email to [info@abundance-catering.com](mailto:info@abundance-catering.com) requesting the ID number for each of your children. All students, faculty, and staff at RSPS have been pre-assigned a unique ID number. This is NOT the same as the verification code described above. Even better, after activating, your child(ren) do not need to memorize this number – yay!
- Once you receive our email reply, you can then add users by clicking on the “Manage Students” button at the top left of the page. This is where you will be asked to enter the ID number(s) we emailed you. We are pretty quick at getting back to email requests, but we ask for your patience over the next couple of weeks. 😊

### 3. LOAD YOUR CHILD(REN)’S ACCOUNT WITH MONEY OR PLACE THEIR 1<sup>ST</sup> LUNCH ORDER:

- This part is pretty self-explanatory and user-friendly – simply click either the “Deposit Funds” or “Pre-order” button at the top left next to “Manage Students”;
- There is a \$2.00 fee that MSA charges for each transaction, so it benefits you to order or load as much as you are comfortable at any given time. Whether you spend \$5.00 or \$50.00, you will be charged \$2.00.
- If you plan to pre-order lunches, we will post the September menu by August 19th.

*Thanks for your participation and enjoy the rest of your summer!!*