

Dear Parent/Guardian;

With current national attention being focused on children's health and wellness issues, Western Wayne School District is excited to introduce a service to provide parents the ability to view your child's food selections and account balance through a website [www.myschoolaccount.com](http://www.myschoolaccount.com).

This history report will display all food purchases completed by your child within the past thirty days. Whether they purchased breakfast, lunch or a la carte items, details of the food purchases are displayed. All children in your household can be listed and you can create a Low Balance notification via email.

*Note: One account per household.*

To access these services:

1. Website: [www.westernwayne.org](http://www.westernwayne.org)
2. Click on Departments
3. Click on Food Service
4. Scroll down to MY School Account
5. Website is: <http://www.myschoolaccount.com/>



STEP 1: Create Parent Account, Enter Name, address,

Phone number, email, Click NEXT

STEP 2: Create the Parent Account User Name and Password.

STEP 3: Select Western Wayne School District, Agree to the Terms

Terms can be reviewed by clicking on User Agreement (Click NEXT)

STEP 4: (Congratulations Screen) Review this screen, click Continue

STEP 5: My School Account, Login Screen Enter the login and password you created.

STEP 6: Verify your parent account, an email will be sent to the email address you with a NUMBER CODE on it, input this number on the Verify Account Screen

STEP 7: Click on Manage Students, Add Students, Enter Student ID number and Student Birthdate.