## Dear Parent/Guardian;

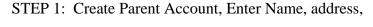
With current national attention being focused on children's health and wellness issues, Western Wayne School District is excited to introduce a service to provide parents the ability to view your child's food selections and account balance through a website <a href="www.myschoolaccount.com">www.myschoolaccount.com</a>.

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. Webiste: <a href="https://www.westernwayne.org">www.westernwayne.org</a>
- 2. Click on Departments
- 3. Click on Food Service
- 4. Scroll down to MY School Account
- 5. Website is: http://www.myschoolaccount.com/



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.

