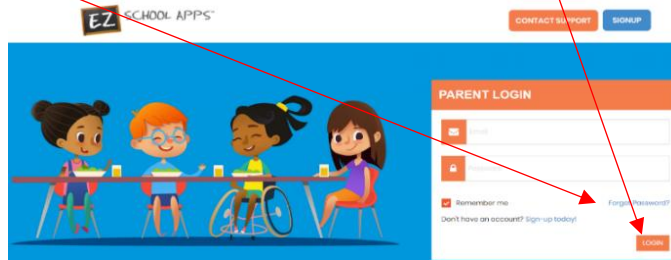# EZ School Apps Instructions for
Parent Sign Up and Meal Preordering
Sign Up Instructions for Returning Parents Who Used EZ School Lunch POS the Previous Year
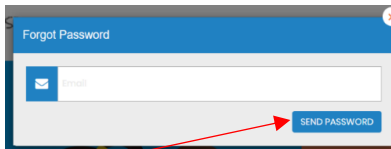## (All others scroll down to New Parent Sign Up)

Parents should contact their school (or caterer) when any type of support is needed. Please use the 'Contact Support' link on the login page to reach them.
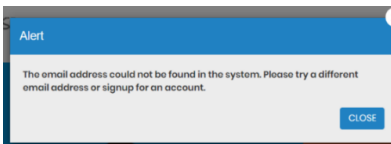
Returning Parent Password Setup

1. Go to www.ezschoolapps.com/ParentLogin.aspx .

2. If you are a returning parent and remember your email address and password just login. If not…

3. Click on Forgot Password.

4. Enter your email address from the previous year.

5. Click on Send Password.

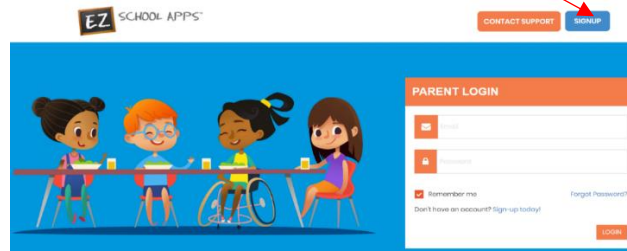6. If you get this popup, click Close and scroll down to New Parent Sign Up.

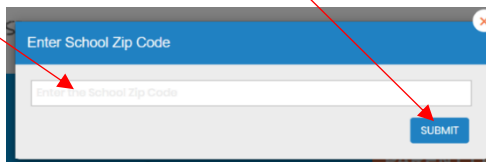7. Click on the link to reset your password.

New Parent Sign Up

Below are the instructions for parents to create an account and request access to one or multiple students. After a successful sign-up an email will be sent to the school to approve your account and connect your students to the account. They will contact you shortly after the account has been created. Some of the pages below may or may not exist in your account depending on the access the school gives to the parents.

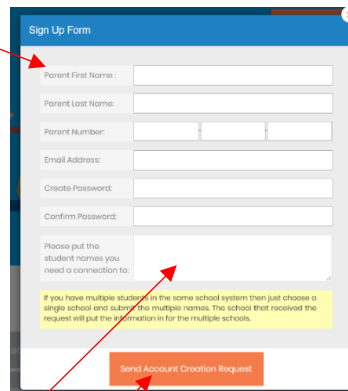1. Go to www.ezschoolapps.com/ParentLogin.aspx and click on SIGNUP.

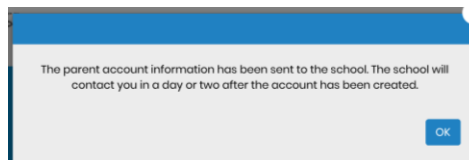2. Type in the school's zip code in the box and click Submit.

3. Use the dropdown to select your school. (If you have multiple students in the same district then just choose a single school and submit all of students for that location. The school receiving the request will input the information for all relevant schools.)

4. Type in your First Name, Last Name, Phone Number and your Email address in the corresponding boxes.

5. Type in a password in the Create Password box. Then type in your same password a second time in the Confirm Password box.

6. Enter the first and last name of each of your students in the final box.

7. Finally click Send Account Creation Request. (Your registration is successful if you see this box below.)
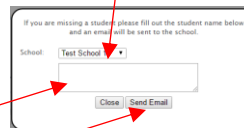

Please Note: You do not immediately have access to the system. The school must activate your account and link your student(s) to that account. The time to complete this process can vary. The school will send an email to you upon completion.

Adding an Additional Student to your Account if Missing
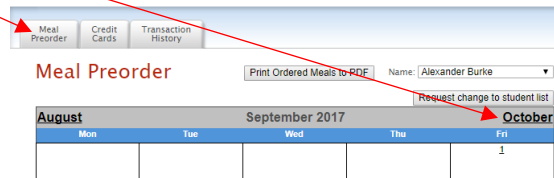
1. Click on Meal Preorder.

2. Click on Request Change to Student List.

3. The following box will appear and you can use the dropdown to first select your school.

4. Type in the first and last name of your new student.

5. Finally click Send Email.

6. The school will then link your additional student(s) to your account. The time to complete this process can vary.

Preorder Meals

1. Click on Meal Preorder to view the available lunches and show your student's name.

2. You can change months by clicking on the month before or after.

3. Begin to select lunches for the different days by click on the circle in front of the correct choice. (There is a slight delay before choosing an item for the next day.) **Your choices are automatically saved when you choose them.**

4. This box should show your student's name. **IMPORTANT:** If you have more than one student in the school use the dropdown to select the correct student.

5. All lunch funds will be deducted from your ACH account. You will NOT need to add money to your EZ Apps account. Please disregard the Add Money tab. (Please note: When you click on a menu item, you are actually ordering that item. It does not require you to add money.)

6. Because you will not be adding money to your EZ Apps Account, please disregard Current Student Balance and Owed Amount. All lunch charges will be available for review prior to ACH deduction each month in your Transaction History tab. Our Business Office will notify you when these charges are available for review.

7. Click on Print Calendar as PDF to print out calendars for your student(s).

Transaction History

1. Click on the Transaction History tab to see a current history of your student's payments and purchases.

Transaction History

Person Name: Alexander Burke

Current Balance
$ 51.50

Payment Date	Description	Change Amount	Previous Amount
9/6/2017	Cheeseburger – PrePay	$ –3.25	54.75
9/5/2017	Cheeseburger – PrePay	$ –3.25	58.00
9/5/2017	Cereal – PrePay	$ –2.00	60.00
7/2/2017	Credit Card	$ 60.00	0.00