



How to Register for *SchoolCafe*

Easily submit your Free or Reduced application, view menus, see your child's purchase history and more!

*Download Phone app: SchoolCafe by Cybersoft
PrimerEdge
Website: www.schoolcafe.com*


How to Register

- a Click [Register](#)
- b Verify “I’m registering as a Parent” is selected and click [Next Step](#)
- c Enter your school district name and then click [Next Step](#)
- d Enter your name and contact information, and then click [Next Step](#)
- e Set up your username and password
- f Select a **Security Question** and enter a **Security Answer**, and click [Next Step](#)
- g Click **I’m not a robot** and follow the reCAPTCHA prompts
- h Check **I accept the Terms & Conditions** and click [Create My Account](#)

How to Add Your Student(s)

- a Click [Students](#) → [Student Accounts](#) b Click [Add a Student](#)
- c Enter your **Student’s ID** [Southeast Polk Student ID- can be found on Parent Portal. Many students know this number as it is their lunch PIN] and select your student’s **School**
- d Click [Search & Verify Student](#)
- e Click [Add this Student](#)

How to Set Low Balance Alerts

- 1 Click [Students](#) → [Student Accounts](#)
- 2 Click **Low Balance Alert**  in a student listing
- 3 Enter **Threshold** amount
- 4 Enter number of days to elapse between alerts