How to Register for *SchoolCafe*

Easily submit your Free or Reduced application, set up low balance account alerts, see your child's purchase history and more!

Download Phone app: SchoolCafe by Cybersoft PrimeroEdge
*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