How to Create a SchoolCafé Account

Step 1:
Access SchoolCafé by typing schoolcafe.com into your internet browser.

Step 2:
To create an account, click the “Register” box on the homepage.

Step 3:
Enter “Austin ISD” in the box under “Enter your School District.” Click “Next.”

Step 4:
If you are a parent, select “I’m a Parent.” If you are a student, select “I’m a Student.” Click “Next.”
Step 5:
Enter your:
- First Name
- Last Name
- Email Address
- Phone Number.
Click “Next Step.”

Step 6:
Setup your user account credentials.
Create the following:
- Username
- Password
- Confirm Password
- Select a Security Question
- Enter Security Question Answer
Click “Next Step.”

Step 7:
To finalize the registration process,
click the box next to the “I accept the Terms & Conditions.”
Click “Create My Account.”

Next:
How to Add a Student to your SchoolCafé Account
How to Add a Student to your SchoolCafé Account

Complete this process on a computer.
You will need your child’s student ID number to complete this process.

**Step 1:**
Once your account is created, on the Dashboard, click “Add a Student.”

**Step 2:**
Enter your child’s Student ID. Select your child’s School. Click “Search & Verify Student.”

**Step 3:**
After clicking “Search & Verify Student” Your child’s Student ID, Name and School will appear in the gray box next to “Identified Student.” If this information is correct, click “Add this Student.” You have completed the process for adding a student. Please repeat this step for each child enrolled in Austin ISD.

Next:
How to Apply for Meal Benefits
How to Apply for Meal Benefits
Complete this process on a computer.
Follow the previous steps to create a SchoolCafé.

Step 1:
Once you are logged into your SchoolCafé select “Apply for Free or Reduced Benefits” on the Dashboard.

Step 2:
Select “English” or “Spanish” as your language.

Step 3:
Review the Household Letter. If you choose, you may download a copy of the letter. Click “Next.”

Step 4:
Your name, phone number and email address will be displayed. If any of this is incorrect, click “Edit” to change the information. If the information is correct, click the checkbox and “Next” to move forward.
How to Apply for Meal Benefits cont.

Complete this process on a computer.
Follow the previous steps to create a SchoolCafé.

Step 5:
Select the checkbox next to the student noted.
Answer “Yes” or “No” to the questions below.
Click “Next.”

Step 6:
All the students living in your household will appear on this page. If there are students in your household that are not listed, click “Add a Student.” You can edit any of the listed student’s information by clicking the pencil icon on the right.
Click “Next.”

Step 7:
If you receive any assistance from SNAP, TANF or FDPIR
click “Yes,” if not, click “No.”
If yes, select which benefits and enter your EDG number.
Click “Next.”
Step 5:
Select the checkbox next to the student noted. Answer “Yes” or “No” to the questions below. Click “Next.”

Step 6:
All the students living in your household will appear on this page. If there are students in your household that are not listed, click “Add a Student.” You can edit any of the listed student’s information by clicking the pencil icon on the right. Click “Next.”

Step 7 (Option 1):
If you receive any assistance from SNAP, TANF or FDPIR click “Yes,” select which benefits and enter your EDG number. Click “Next.”

Step 7 (Option 2):
Select “No” if you do not receive any assistance from SNAP, TANF, or FDPIR. Click “Next.”
Step 8: The applicant’s first and last name will be displayed. Click “Yes” or “No” if this household member receives income.

Step 9: If this household receives income, click “Yes” and enter the income amounts AND the frequency.
How to Apply for Meal Benefits cont.

Complete this process on a computer.

**Step 10:**
All members of the household should be displayed, along with income. It is imperative that ALL members of the household, no matter the age, are included on the application. Click “Add Household Member” to add another member.

**Step 11:**
Enter the name and income information for each added household member.
How to Apply for Meal Benefits cont.
Complete this process on a computer.

Step 12:
All members, including the ones you may have added, should be displayed. Click “Add Household Member” if more members need to be added. Click “Next” to move forward.

Step 13:
Review the student information, if changes need to be made, click “Go Back to Students.” If not, click “Next.”

Step 14:
If you choose to do so, answer the questions on the “Optional Info” page. Click “Next” to move forward.
Step 15:
To submit your application, check “yes” or “no” if you have a social security number. If “yes” enter on the line below. Select the box next to your name and click “sign.”

Step 16:
After clicking “sign” an automated version of your signature will appear. Click “Submit My Application” to finish.

Step 17:
After submitting your application, a summary will display as well as your application number that can be referenced for any questions.