How to Create a Staff Account

Steps	Descriptions	Images
1	Locate the "**Need to create an account**" section on the Sign In screen. 1. Select your **State** 2. Enter the name of your **School District** *Note: The name should populate as you enter characters into the field* 3. Click **Go to My District**	**Need to create an account or contact us?** Select your State: TX - Texas Enter the name of your School District: EDGE COUNTY SCHOOLS - ONLINE2 - T... Reset Go to My District
2	Click **Create a new account**	Sign in to your account Create a new account View Menus (as a guest) Contact Us!
3	Select **I'm an Employee of this District**	**Register** ○ I'm a Parent I want to manage my child's cafeteria account. ○ I'm a Student at this District I want to manage my own cafeteria account. ⦿ I'm an Employee of this District I want to manage my own cafeteria account. Next
4	Enter **your school name** *Note: The name should populate as you enter characters into the field* Click **Next** to continue	**Now, let's find your school.** Enter your school name: springf SPRINGFIELD HS Next

5	You can link your existing Google account as user details. Click **Continue with Google** to link your account for authentication and accept the terms and conditions. Or Enter your **First Name**, **Last Name**, **Email** and **Phone Number** Click **Next** to continue to Step 6	
6	1. Enter an available **Username** (The system will indicate if the selected username is available) 2. Enter a **Password** (Password should contain 1 Upper Case, 1 Lower Case, 1 number and 1 Special Character) 3. Select a **Security Question** and **Answer** 4. Select Preferred **Language** 5. Click the **Checkbox** to accept the Terms and Conditions 6. Click **Create My Account** to continue	
7	Enter your Cafeteria School ID account number Select your School Enter your Last Name Click **Find My Cafeteria Account** to link your SchoolCafé account with your Cafeteria ID account	