

****If you put money on your child/children account online, there will be a processing fee. Union City does not receive these funds.****

My School Account Instructions

The web address is www.myschoolaccount.com.

Creating A User ID

1. Click here to create User ID – Click on this link.
2. Type your last name, first name, middle initial.
3. Type your e-mail address (This is required).
4. Choose the School District your child is in. Union City
5. Type a unique User ID and a unique password. The password must be at least 8 digits. Write these down. You will need them every time you use the system.
6. You will need to retype your password. This verifies that it was typed correctly the first time.
7. Then click on the submit button.

The first time you enter the system and enter your User ID and password, you will be asked for a verification code. The verification code will be e-mailed from administrator@myschoolaccount.com. This code will be e-mailed to you usually within three minutes. This code is required for your first time in the system.

****Should you close myschoolaccount before inserting the verification code, the next time you can log in using your User ID and password from above and then enter the verification code from your email.**

Adding Your Students

1. Click on Add Students
2. Type in your first student ID number and birth date of that child. The student ID is the year of graduation, last name, first initial (ex. 06DoeJ – for John Doe who graduates in 2006).
3. This will show you the account information. If you click on “View Meals”, it will list items purchased for the past 30 days.
4. If the message “Student ID not found” appears, please re-check the ID number and then try entering the information again.

The accounts are updated once daily. The information that shows will be the current student(s) account balances and the items purchased over the past thirty days. This information is available 24/7/365 and is updated once daily

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