



Dear ASA Parents & Guardians:

Our school district is excited to announce the launch of a new online service*, myschoolaccount.com (this is replacing boonli), that will allow you to monitor your children's lunchtime purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments or by credit card. Parents can also setup Auto Replenish for their student's account. Each child's account will be updated throughout the day.

To take advantage of this convenient new service, you will need to create a parent/guardian account in our school webstore, and in myschoolaccount.com. This requires you to:

1. Have your child's Student ID Number and a unique verification code ready. To get the number and code, follow these instructions:
 - a. Log into Family Access through [Skyward](#)
 - b. Click on Report Cards. You will see Report Directory and a report 'Student ID & Verification Code'. Click on Print or the hyperlink, depending on what you see.
 - c. Your child's student ID # and verification code will be in the report. You can write it down or make a screen shot of the numbers. You will need them in order to add your child to the food service section of the school webstore.
2. Go to: <https://asa.revtrak.net> (ASA's school webstore)
3. Click "Create New Account" if you haven't yet set up an account for the ASA Webstore.
 - a. Fill in the required information then click CREATE ACCOUNT
4. Log in to your school webstore account
5. Click on the Food Service tile and then click on 'FSS'
6. Click 'Add Student' then enter your student's ID number and verification code.
 - a. NOTE: Drop any zeroes in front of the student ID number. Example: 0064, enter 64, not 0064.
 - b. NOTE: Keep any zeroes in front of the verification code.
7. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.
8. ACH and credit card payments will be charged a processing fee of 3.62%.
9. Click on the Preorderlink (Red Apple). This will direct you to myschoolaccount.com
10. Click "Create Account" on the top menu bar.

11. Fill in the required information on the “Parent Account Sign-Up page.”
12. Choose Art & Science Academy from the “School District” drop down menu.
13. Click the “Accept” box, and then click “Signup.” An email will be sent to your email address that will contain a “verification code.” – this email may go to your spam folder
** This verification code is emailed from myschoolaccount and will NOT be the same as the one you used in the Food Service section of the school webstore.
14. Create a User ID and Password

After you receive the “verification code”, you may begin to add your children’s information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the “verification code” to verify your account and email address.
3. Click Manage Students to begin adding your students to your account. You will need each of your student’s student ID numbers.
4. After the students are added, you will be able to click the Preorder button, select a date range and begin to place your orders. **NEW THIS YEAR FOR ASA:** Choose the **Free & Reduced Application Entry** button to complete the Application for Educational Benefits online.

We urge you to take full advantage of this system by making deposits into your children’s accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this or any other food service program, please contact Lauri McKinnon at 763-444-0342 or email lauri.mckinnon@asa.k12.mn.us.

Sincerely,

ASA Administration Team