



Mrs. Hanan Abdallah, M.Ed.  
*Principal*

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# Universal School

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(708)599-4100 Fax: (708)599-1588  
[www.universalschool.org](http://www.universalschool.org)

## **RE : Computerized POS (point of sale) system in the school cafeteria**

Dear Universal School Parents,

Universal School will be using a computerized POS (point of sale) system in the school cafeteria starting 3/1/2018. Instead of paying cash for your child's lunch, you will be able to deposit directly into your child's debit account to reduce time-consuming cash transactions, and make our lunch lines move faster.

In order to take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com).
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose <Universal School> from the "School District" drop down menu.
5. Create a User ID and Password
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

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](http://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. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID numbers. Please check your email for the letter that was sent earlier with your child's ID number.
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

You can make deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit.

**Note: There will be a per transaction convenience fee of \$2.00 associated with each deposit.**

Administration

If you have any question or do not remember your children's ID numbers, please contact Mrs. Awwad at 708-599-4100 Ex 326.