Setting up a new account:

1. Go to www.myschoolaccount.com
2. Click "Create Account" on the top menu bar
3. Fill in the required information on the "Create Parent Account – Step 1" page and click "Next"
4. Create a User ID and Password on the "Create Parent Account – Step 2) page and click "Next"
5. Choose *River Mill Academy* from the "Select a School District" drop down box and check the "I accept the terms of the User Agreement" box on the "Create Parent Account – Step 3" page, then click "Next"
6. Verify the information displayed on the "Create Parent Account – Step 4" page and click "Finish"

An email will be sent to your email address immediately when you press "Finish." This email will contain a verification code. You will need this code the first time you login to verify that your email address is correct. (If you are using any type of email SPAM blocking software, be sure to allow emails from "myschoolaccount.com."

After you have received your "verification code" you may begin to add your child's information. To do this you will need to:

1. Log into secure.myschoolaccount.com with the User ID and Password you created, then enter the verification code in the box.
2. Once your account is verified, you may start adding your student(s) by clicking on the "Manage Students" link on the dashboard or by clicking "Add Student" from the "Manage Students" section.
3. You will need your student's unique ID number to add a student. This ID number is printed on Progress Reports and Report Cards for students in grades 2 through 12. Parents may also contact the school office at 336-229-0909 to obtain their child's Student ID number.
4. You may also set a low balance notification amount on the "Add Student to Your Account" page

Making Payments

You are now ready to make your payments. Select the "Deposit Funds" link and follow the directions. Please note that there is a $2.00 per transaction convenience fee associated with each deposit provided you are using a checking/savings account. There is a 4.75% fee associated with credit card payments. Online payments made before midnight (EST) will post to the student's account overnight and be available for the student to use the following day. Payments made after midnight (EST) will not post until the following night. Payment is also accepted in the school cafeteria (cash or check only). There are no fees if payment is made in the school cafeteria.

Placing Orders
1. Go to www.myschoolaccount.com
2. Log in using the User ID and Password you created.
3. Click on the "Preorder" link on the dashboard to place meal orders.