



In order to purchase breakfast and snacks at Prep, you will need to create a parent account. This requires you to:

1. Go to 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 'Creighton Prep' 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.

****Please note, if you are the parent(s) of returning students and you have already set up a MySchoolAccount account, then you will NOT need to re-register.**

For answers regarding prior MySchoolAccount balances, please click [here](#).

After you receive the verification code you may begin to add your son's information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your created user ID and password.
2. Enter the verification code to verify your account and email address.
3. Begin adding your son's information according to the guidelines provided. You will need each of your sons' student ID numbers to add each student.
4. After your son(s) is added you will be able to view the account activity and make payments to the student account.

Please note that a parent account can be linked to many students, but a student can only be linked to one parent.

Funds deposited will not be accessible for 24 hrs. Please note, students will not be permitted to accumulate negative balances (overdrawn) on their account, and purchases that result in an account balance below \$0.00 will be denied.

To receive an email notification for account balances, you must log in and complete the information under "[manage my account](#)."

We urge you to take full advantage of this system by making deposits into your son's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit.

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

Any money that is not spent by the end of the school year will be available the following school year. Seniors or withdrawn students with credit balances over \$20 will receive a refund in June. If you have any questions about credit balances, please contact the Flik Office at 402.548.3897

Sincerely,

Jon Dye

Director of Dining Services

Creighton Preparatory School

jdye@prep.creighton.edu

****Note: Questions regarding the www.myschoolaccount.com service should be directed to support@myschoolaccount.com**