

## EZ School App New User Instructions

### Step 1: Create your parent account - families new to elementary school

1. Go to [www.ezschoolapps.com](http://www.ezschoolapps.com) and click "Signup."
2. Type our school zip code in the box. Oakville's zip code is 06779.
3. Use the drop down box to select Holy Disciples Catholic Elementary School.
4. Fill in the form with your contact information. Please note—passwords should only contain letters and numbers.
5. Click "Send Account Creation Request." Your registration is complete when you see a pop-up box confirmation. Note you will need a separate parent login if you are using a current login for the middle school.

### Step 2: Link / add to your students) -

6. Go to [www.ezschoolapps.com](http://www.ezschoolapps.com) and click "Parent Login." Login to your account.
7. Click the blue button that says "Missing Student." Enter last name.
8. You will be prompted to add new student. Existing middle school parent accounts can add new students under their existing middle school parent accounts.

### Step 3: Add your credit card information.

9. Click the tab (left side) labelled "Credit Card."
10. Click the button that says "Add Credit Card."
11. Fill in your information and click "Save Credit Card."

### Step 4: Add funds to your students) bank(s).

12. Click the tab labelled "Meal Payment."
13. Click the "Add Money" link to the right of your student's name.
14. Complete the required fields and click "Add Amount." Note-to avoid excess processing fees, consider adding an amount that will cover meal selections for more than a single week (ex. \$50 or \$100).

### Step 5: Make your student's meal selections.

15. Click the tab labelled "Purchase Preorder."
16. Be sure the correct student name is displayed at top right.
17. Click the bubble next to your student's meal selections on applicable days.
18. Click "Save/Pay" at the bottom of the screen. Note-if your student does not have funds to cover your selections you will be prompted to add funds at this point.