



Please follow the below instructions for creating your My School Account account:

1. Go to www.myschoolaccount.com and click on "Create Account." Fill in the required information on the *Parent Account Sign-Up* page.
2. Choose *Des Moines Christian School* from the *School District* drop down menu.
3. Create a User ID and Password.
4. Click the *Accept* box, and then click *Signup*. An email will be sent to your email address that will contain a verification code.
5. Enter the verification code to verify your account and email address.
6. Begin adding your student's information by clicking *Manage Students*. If you have multiple students, you will need to input information for each student. Please refer to the student ID# listed in the letter you received.
7. After your student is added you will be able to pre-order lunch, view their food account activity, and make payments to their food account.