**Instructions for setting up an email notification system for your child’s cafeteria account balance.**

**\*If you already have a Parental online cafeteria account simply follow these steps:**

1. Click on My Account

2. Login in with your username and password

3. Under the main menu, there is an option of low balance emails, click on it.

4. You may select who you want to activate or deactivate.

* + You can choose at what dollar amount you want to be notified
	+ You can choose the frequency to be notified

5. If you need to add an individual; click the green add link and enter students last name and ID number.

Once you have completed this step, simply log out.

**\*\*If you do not have an Parental online cafeteria account follow these steps to set one up:**

1. You must set up an account.
2. To Set up an account go to [www.troyareasd.org](http://www.troyareasd.org)
3. Select your child’s **school** link at the top of the page.
4. In the **Site shortcuts menu**, click on cafeteria online payment.
5. Click on account set up.
6. Follow the instructions
7. Select Buy Now (This will take you to your shopping cart.)
8. Click on go to checkout.
9. Enter your email address.
10. Enter your billing information. (Remember there is no fee to set up an account.)
11. Click on Complete order.
12. Save or Print this page for your records.
13. Once complete you may follow the directions above to receive low balance emails.