

Quick Card: Create a Staff Account

Steps	Descriptions	Images
1	Locate the “ Need to create an account ” section on the Sign In screen. <ol style="list-style-type: none"> 1. Select your State 2. Enter the name of your School District <i>Note: The name should populate as you enter characters into the field</i> 3. Click Go to My District 	
2	Click Create a new account	
3	Select I’m an Employee of this District	
4	Enter your school name <i>Note: The name should populate as you enter characters into the field</i> Click Next to continue	

<p>5</p>	<p>You can link your existing Google account as user details. Click Continue with Google to link your account for authentication and accept the terms and conditions.</p> <p>Or</p> <p>Enter your First Name, Last Name, Email and Phone Number</p> <p>Click Next to continue to Step 6</p>	
<p>6</p>	<ol style="list-style-type: none"> 1. Enter an available Username (The system will indicate if the selected username is available) 2. Enter a Password (Password should contain 1 Upper Case, 1 Lower Case, 1 number and 1 Special Character) 3. Select a Security Question and Answer 4. Select Preferred Language 5. Click the Checkbox to accept the Terms and Conditions 6. Click Create My Account to continue 	
<p>7</p>	<p>Enter your Cafeteria School ID account number</p> <p>Select your School</p> <p>Enter your Last Name</p> <p>Click Find My Cafeteria Account to link your SchoolCafé account with your Cafeteria ID account</p>	

Questions? Call the School Nutrition Office at 706-625-0786 or email lmckinney@gcbe.org