

*Easy to Use, Easy on the*

# **UAP School Lunch Program**

## **EZSchool Apps Parents' Instructions**

### **Please Remember:**

- **You may preorder meals online for the entire month in advance**
- **All orders must be placed at least 3 days in advance.**
- The System locks weekly on **Thursday by 8:00 PM**, and you will not be able to order lunch, or edit/change your selection for the upcoming week.

## **Overview**

The Universal Academy of Pittsburgh has created parents' accounts using existing email addresses associated with their children on TADS.

This guide will show you the following:

[To Access the Account](#)

[How to Add a Credit Card Payment](#)

[How to Pre-Order Meals](#)

[How to Pay and Save Your Order](#)

[How to Print Your Order](#)

[How to Access Your Transaction History](#)

[Additional Information](#)

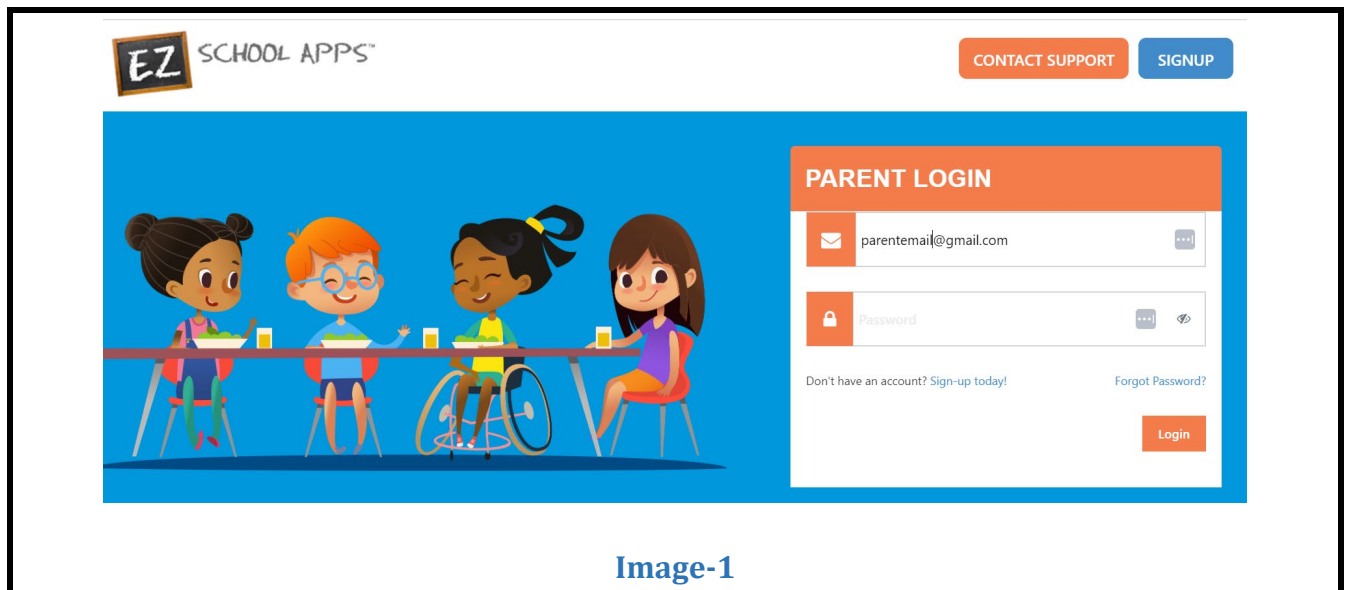
[Need Help?](#)

## To Access the Account

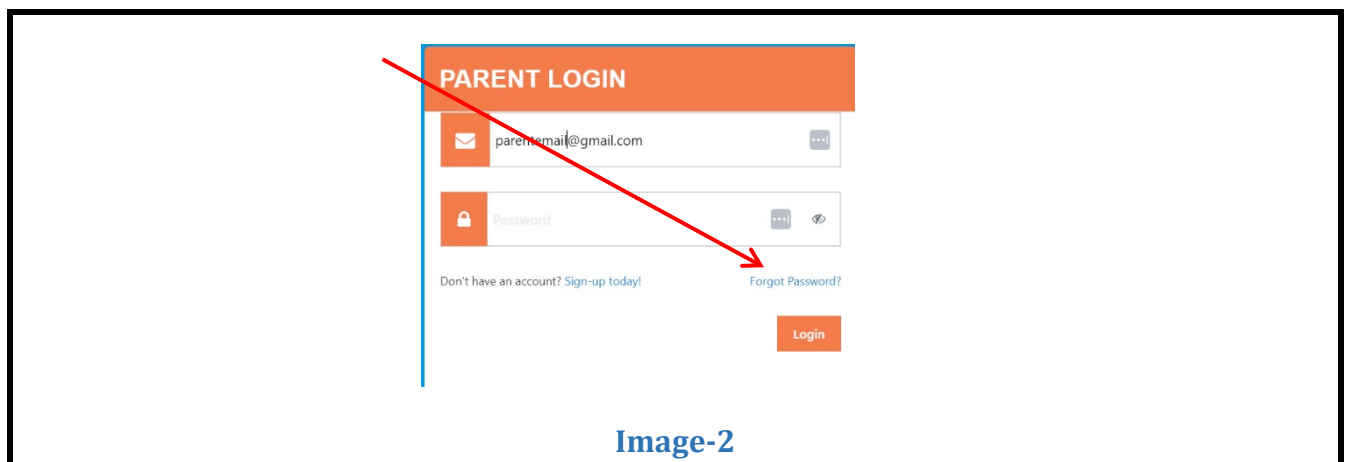
- A. Click on the link, [www.ezschoolapps.com/login/parent](https://www.ezschoolapps.com/login/parent)  
or
- B. Go to [uapschool.org](https://www.uapschool.org) and click on the “Programs” tab, select “Lunch Program” tab. Click on the “EZ School App for Lunches” button in the middle of the page. This will take you to <https://www.ezschoolapps.com/login/parent>

1- Type your email address. (See Image-1).

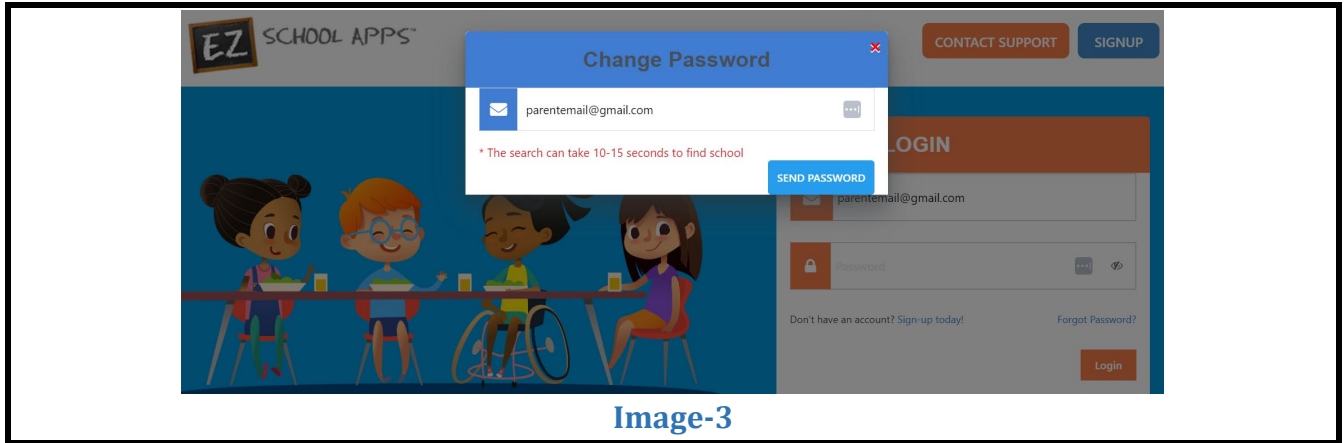
Note: Your email address is the primary email you use for TADS/EDUCATE.



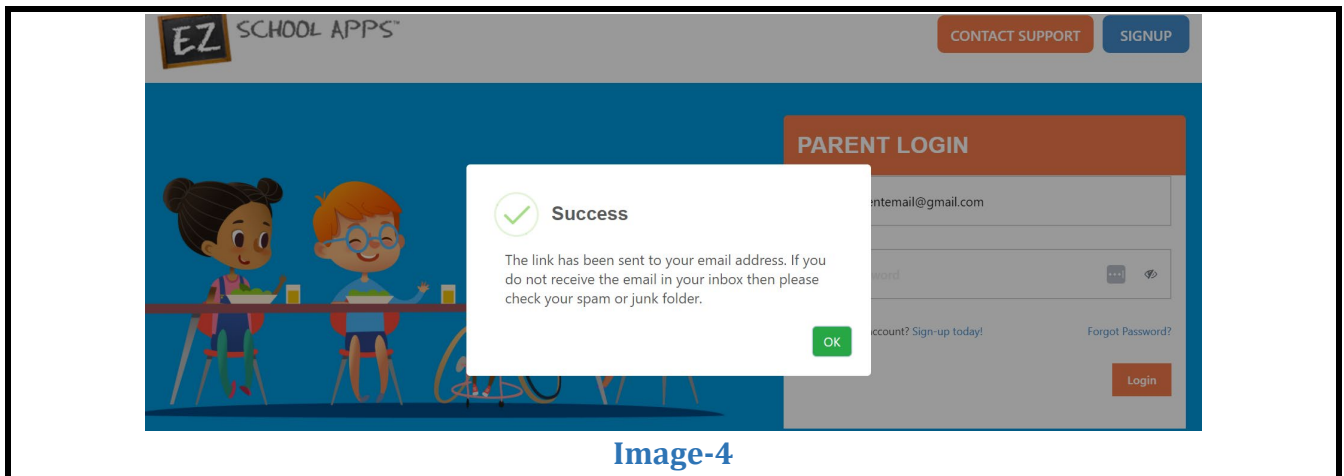
2- Then click on “Forgot Password”. (See Image-2)



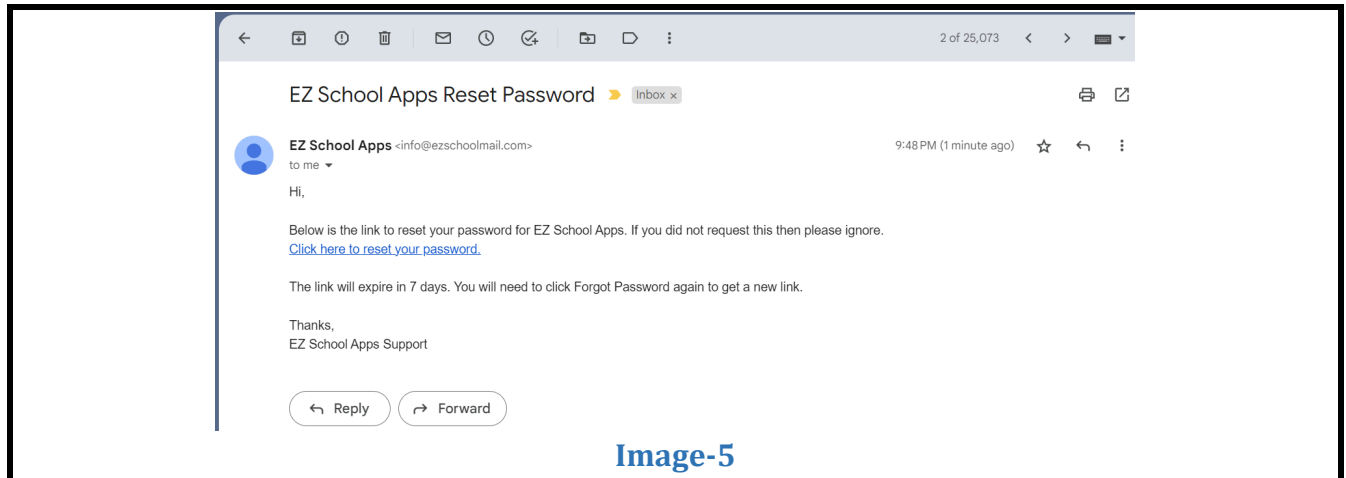
- 3- Write your email again in the next screen, as shown below, and click “Send Password”. (See Image-3)



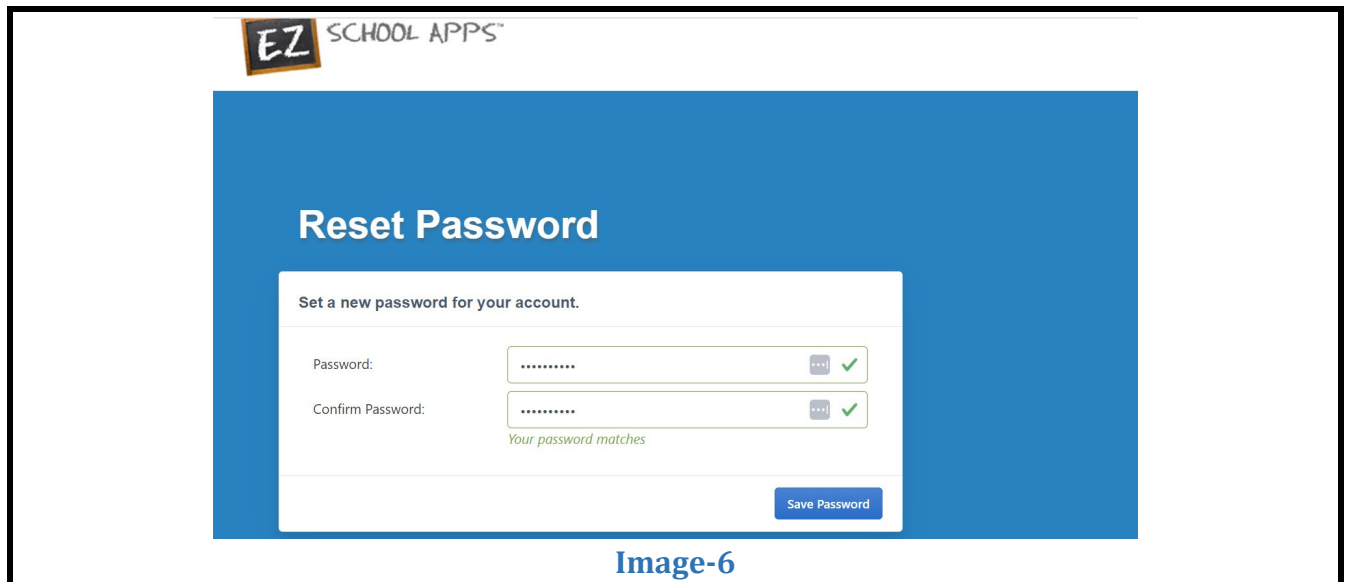
- 4- A new screen appears as follows. (See Image-4)



- 5- Return to your inbox and locate the email with subject “EZ School Apps Reset Password”, open the message, and click on “Click here to reset your password”. (See Image-5)



- 6- Reset your password, and confirm. (See Image-6)



7- Return to EZ School App Parent page and enter your email and new password. (See Image-7)

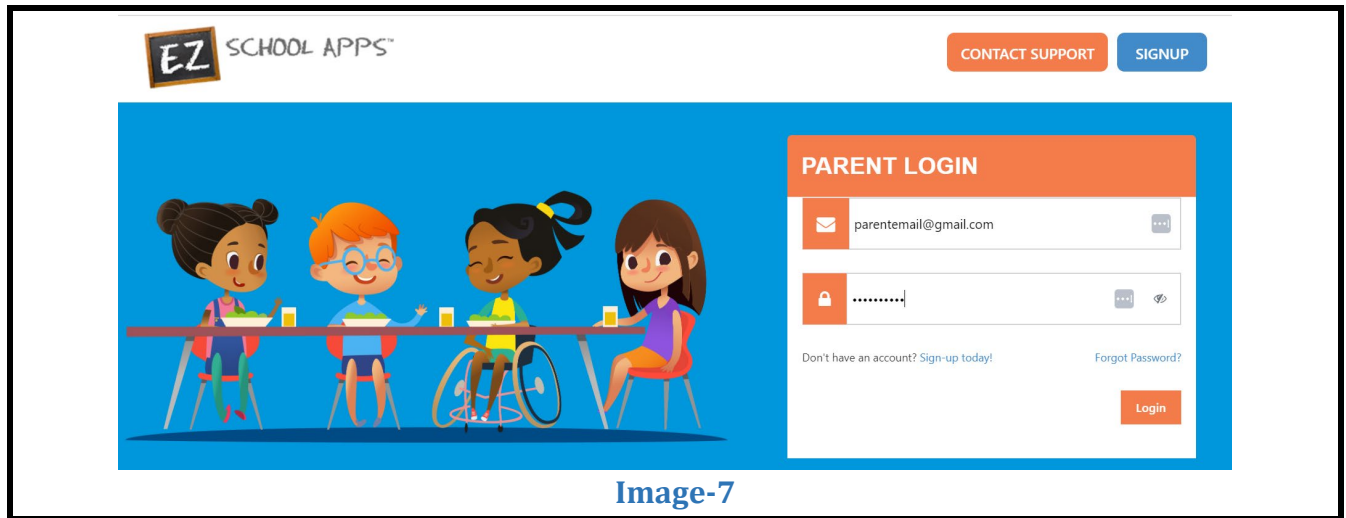


Image-7

8- Once into the App, you see the following screen. (See Image-8)

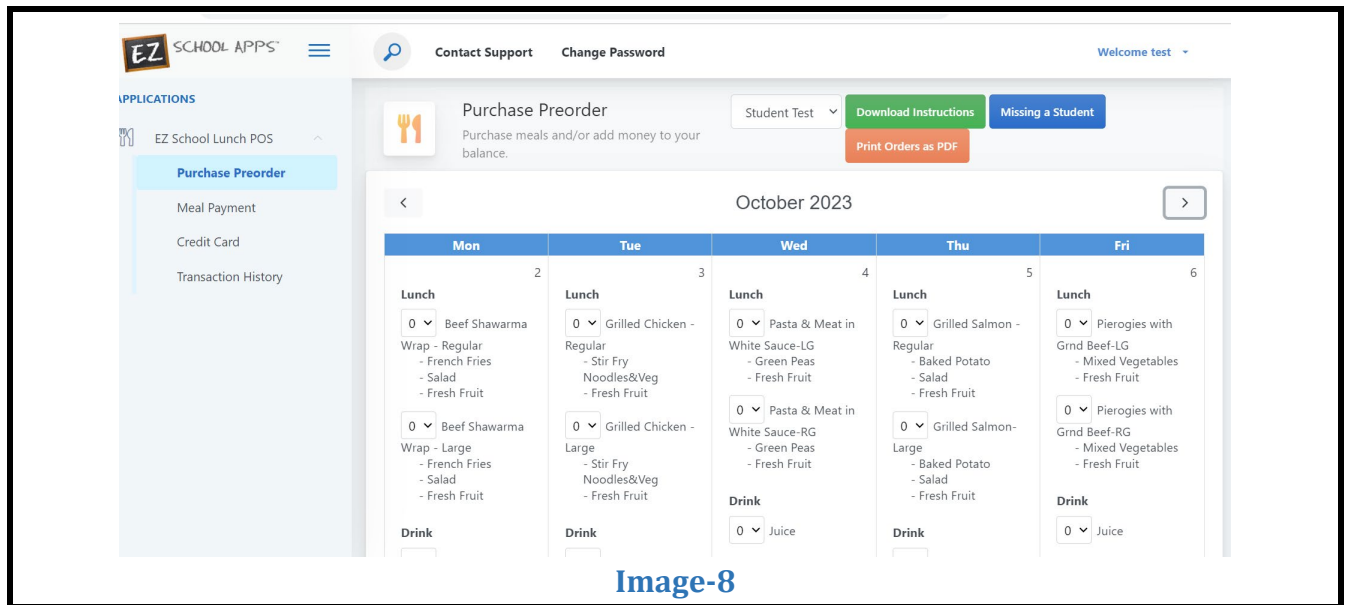


Image-8

## How to Add a Credit Card Payment

The credit card information that you will be submitting here will be stored and processed by PayPal. You do not need to create an account with PayPal to use.

1. Click on Credit Card on the left, then click Add Credit Card. (See Image-9)



2. Add the information about your credit card and click on Save Credit Card. (See Image-10)



3. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

## How to Pre-Order Meals

- If you have multiple accounts to order for, use the dropdown to select the correct one
- You can change the month by clicking on the left or right arrows. (See Image-11)

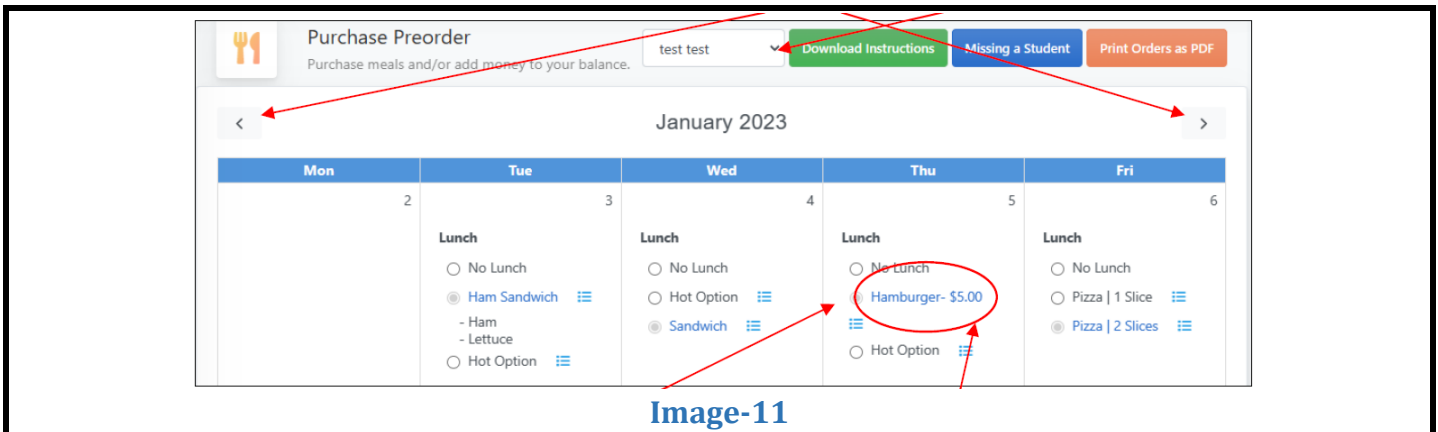


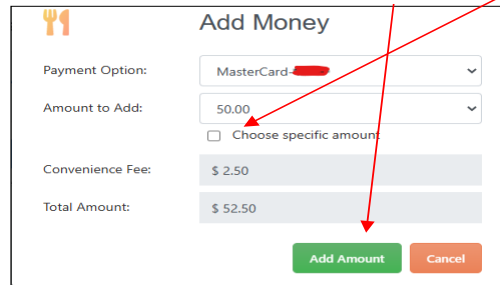
Image-11

1. Select lunches by clicking on the button next to your food item of choice.
2. **IMPORTANT-1:** When you pre-order meals, you will be required to pay the balance before submitting your order. Once your payment is completed, all **paid items will turn blue** and be sent to the school. If you can't make a payment at this time, your selections will **not** be submitted.
3. **IMPORTANT-2:** If you have multiple students, please add funds for each student specifically in separate transactions.  
**Example:** If you have 2 students at UAP and wish to add \$100 to your Kids' lunch account, choose the first student and add \$50 to his/her account. Once the transaction is completed, repeat the same process under the second student's account to add the other \$50. This requires two separate transactions onto a credit/debit card.

## How to Pay and Save Your Order

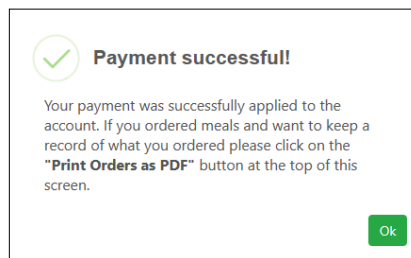
1. If you scroll down, at the bottom of the calendar/menu, you should see the following:
  - a. **Current Student Balance:** How much money you currently have available
  - b. **Pre-order Amount:** total amount of money on pre-ordered meals.
  - c. **Owed Amount:** Current Student Balance minus the Pre-order Amount
2. Once you're done choosing your meals, click on **"Save/Pay"** to save your selections. If the Current Balance doesn't cover the Owed Amount, you will get a popup to add money before submitting your order.

3. All the fields will be pre-populated for you, all you need to do is review the details and click **“Add Money”**. If you also wanted to add additional funds, click the button next to **“Choose specific amount”**. This will let you edit the **“Amount to Add”**. Then click Add Amount. (See Image-12)



**Image-12**

You will get the following popup box if the transaction is successful. (See Image-13)



**Image-13**





## How to Print Your Order

You can print your order by clicking on **Print Orders as PDF** right above the calendar. (See Image-14)

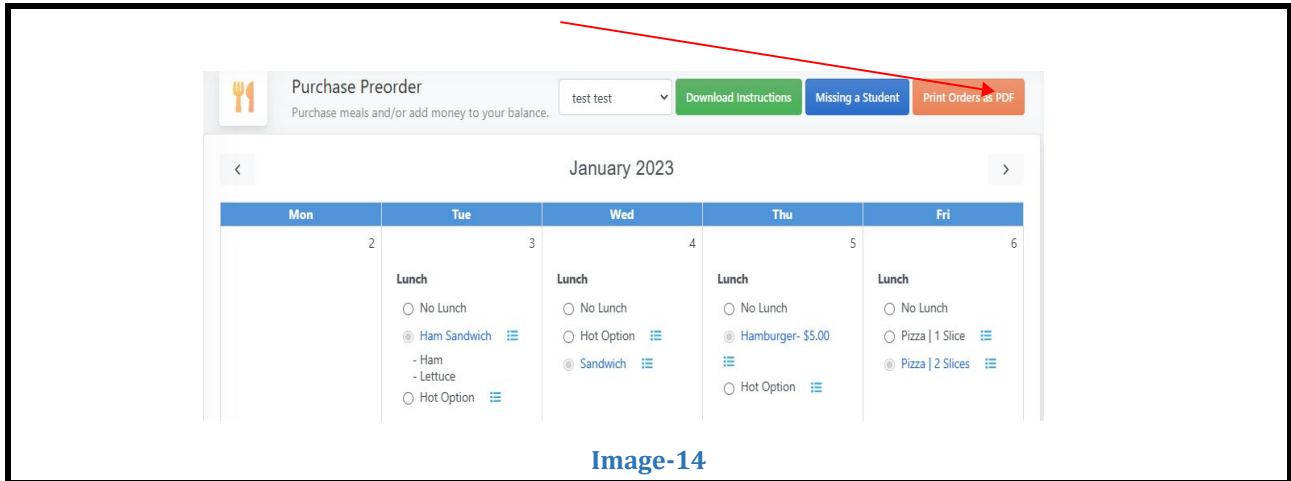


Image-14

## How To Access Your Transaction History

You can check your history of current transactions in **Transaction History** on the left. (See Image-15)

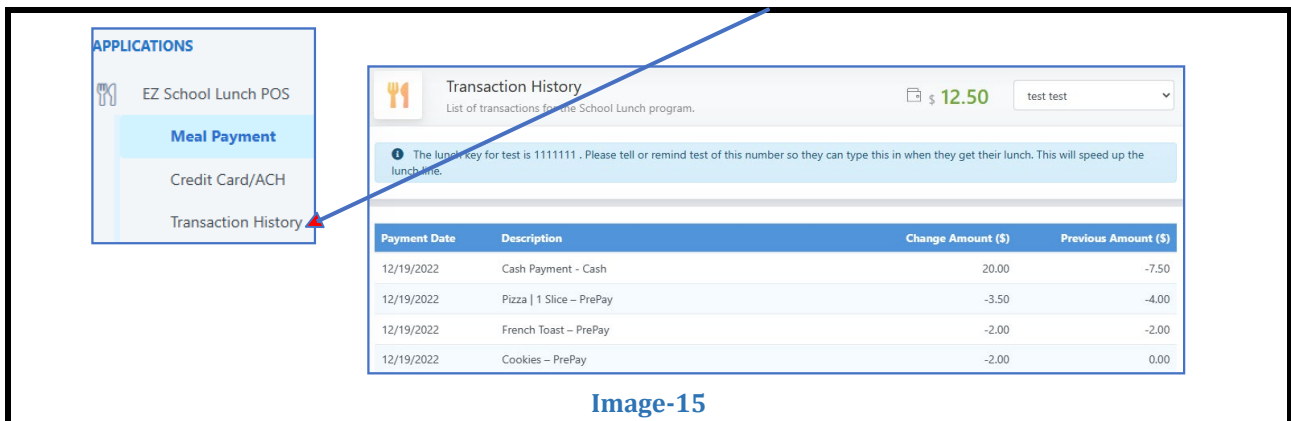


Image-15



## **Additional Information**

- The credit card charge for these transactions will show as “EZ School Apps” or “EZ School Lunch” on your credit card statement.
- If you dispute this transaction a “chargeback” fee of \$20 may be imposed by the bank to your school since they are the recipient of the funds.
- If your credit card is declined, we recommend trying a different card or calling your credit card company to find out more.
- If you need support, you can use the ‘Contact Support’ link at the top-right corner or the “Contact Support” link on the login page. This will send a support request to the school since we only provide the software and are not authorized to make any changes without the direct request from one of the administrators. They should be able to provide you with anything you may need.
- By the end of the year, we will issue a credit back to you if you have a positive balance in the lunch account. Alternatively, you may opt to forward it to the next year.

## **Need Help?**

- **Please send an email to: [uaplunch@uapschool.org](mailto:uaplunch@uapschool.org)**
- **You may also use the ‘Contact Support’ on the login page to reach EZ School Lunch Support team.**