For Parents: Create an Account and Add Students

Create Your Account

Step 1—Get started
- Go to www.schoolcafe.com
- Under Need to create an account or contact us? select CO—Colorado
- Enter “Jeffco Public Schools”
- Click Go to My District
- On the next screen, select Create a new account

Step 2—Confirm your district
- Select CO—Colorado and enter “Jeffco Public Schools” and click Next

Step 3—Enter your information
- Enter parent/guardian name and parent/guardian contact information and click Next

Step 4—Setup your login
- Create a username and password
- Select a Security Question and enter a Security Answer and click Next

Step 5—Accept Terms & Conditions
- Check I accept the Terms & Conditions and click Create My Account
- Click I’m not a robot and follow the reCAPTCHA prompts

Step 6—Verify your account
- You will receive two emails from SchoolCafé:
  - One with your login
  - One with a verification code
- This is how you will receive alerts and emails

Add Your Students

Step 1—Add your students
- From your new account, Click Add a Student
- Click Add a Student

Step 2—Enter student information
- Enter your Student’s ID* and select your student’s School
- Click Search & Verify Student
- Click Add this Student
*If you do not know your student’s ID, it can be found in JeffcoConnect. Please log in to JeffcoConnect to obtain student ID numbers. If you have login issues with JeffcoConnect, please contact your child’s school.