CREATING YOUR ONLINE ACCOUNT
TO ORDER HOT LUNCHES AND VIEW CLASS LISTS

As a new family to St. Hilary School, you will need to create an online account on our school website, www.st-hilaryschool.org in order to purchase optional hot lunches for your child and to view class lists. Class lists for 2021-2022 will be posted on August 1 on our school website, www.st-hilaryschool.org. Only St. Hilary School personnel and families with children enrolled at St. Hilary School for 2021-2022 who have active accounts will be able to access these services online.

STEP 1:

Create An Account:

- Go to www.st-hilaryschool.org.
- Click the MySchool button on the home page.
- Choose "Account Setup" and enter the requested information.
- You will choose your own password, which will be required to access the class lists.

****YOU *MUST* KEEP A RECORD OF YOUR EMAIL ADDRESS AND PASSWORD – THESE ARE YOUR LOGIN CREDENTIALS****

Once you create your account, your information will be verified.
VERIFICATION IS NOT INSTANTANEOUS AND MAY TAKE UP TO 72 HOURS.
Thank you for your patience as we safeguard your child's privacy.
Following verification, your account will be activated and you will be able to log in to order hot lunches and view class lists.

STEP 2:

Log In to View Class Lists or Order Hot Lunches:

- To log in, go to www.st-hilaryschool.org.
- Click the MySchool button on the home page.
- Enter the email address you used and the password you chose when you created your account (see Step 1). Click the Login button below these spaces.
- To view class lists, click the Class Lists option.
- Your child's name and assigned teacher will appear.
- To view a complete class list, click the All Classes tab.
- To order hot lunches, click the Hot Lunch option.
- Follow the prompts on the screen. Complete hot lunch ordering instructions can be found on the website under Parent Resources / Hot Lunch Program.

Questions? Please email dsinopoli@st-hilary.org or call 330-867-8720, ext. 343.