John-F.-Kennedy-School

Scan me!

Website address:
https://graefewirtschaft.clients.pca.de

Institution no.:
107C01

Graefewirtschaft

How to use the Cafeteria Portal starting in 7th grade

Step 1: Registration

Please visit the **website address** of the cafeteria portal listed above or simply scan the QR-code.

If necessary, select a different language. ❶

Please click on "**New registration**". ❷

Enter the string of characters listed above under "**Institution no.**" into the corresponding text input field ❸. Then click "**Next >>**". ❹

Next click on the button "**Registration: parents and child**". ❺

Please fill out the form ❻: First enter the child's details and then click "**Next >>**". ❼

Enter your own data on the next page ❽ and complete your entry by clicking on "**Next >>**". ❾

You will then receive a one-time PIN by e-mail to the e-mail address stored in the system.

On the next page, enter this PIN in the field provided. **10**

Please tick "**Private Policy**" **11** and "**General Terms and Conditions**". **12**
Continue by clicking on "**Next >>**". **13**

On the following page, fill in the remaining fields of the registration form (e.g. on allergens).

After completing your registration your access data will be displayed. **14**

You will also receive the access data by email.

Step 2: Log in at the web portal

Log in to the web portal with your access data. **15**

You will be prompted to change your password the first time you log in. **16**

You now have access to the different areas of the web portal via the menu on the left. **17**

Recharge credit

Your customer account at PCA is managed exclusively on a **credit basis**. So that your children can take part in the meal as desired, please ensure that you always have **sufficient credit**.

Click on "**My customer account**" in the menu on the left **18** and then on "**Payment method**" on the right. **19**
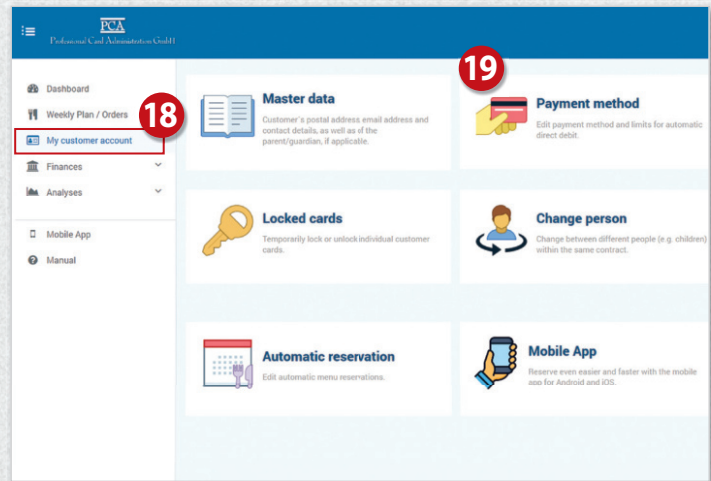

On the next page, you will see your bank details. You can use these to top up your credit. **20**

Important Note!

When making a bank transfer or setting up a standing order, please be sure to specify the purpose of the transfer **21**, so that the money is credited to your account promptly.

You also have the option to automatically fund your account by direct debit. At least one transfer must have been made from your account before your bank details can be used for the direct debit. To use direct debit, select the "**By direct debit**" option on the "**Payment method**" page. **22**
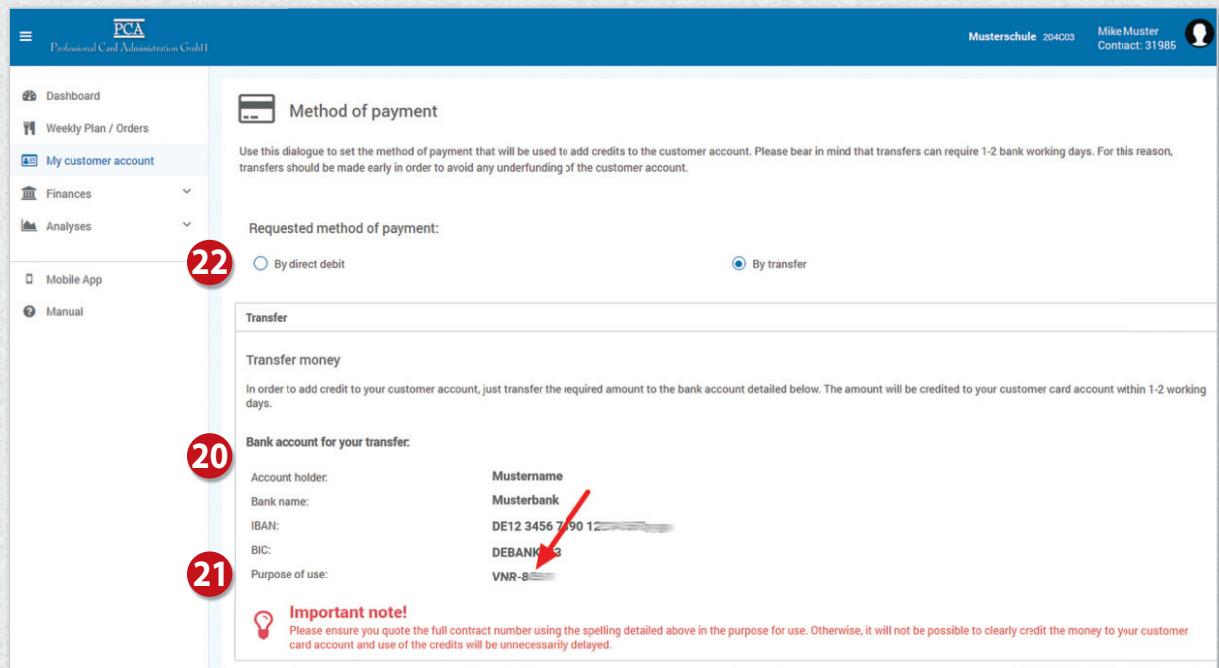
Bildung und Teilhabe (BuT/Education and Participation)

If you have a BuT authorization number, you can enter it directly into the online portal. You will also be able to upload your credentials directly. If you have any questions, please contact the PCA Service Center.

Book a meal

Click on "**Weekly plan / Orders**" in the menu on the left **23**. Select the desired menus **24**.
Clicking on the menu again will cancel the meal.

Ordering and cancelling meals is only possible until the respective deadline. These deadlines can be found above the weekly schedule. **25**

In case of illness of your child, **please cancel the reserved meals independently**.

Operation via app

Most of the functions are also available in the "**PCA Kantine**" app. The app can be downloaded free of charge from the Google Android Playstore or the Apple App Store. To do so, simply scan the appropriate QR code with your cell phone:

Android:

Apple:

After successful registration and login, it is recommended to use the application. To use the app, the same credentials (username and password) are used as for the PCA web portal.

More information

Much more information about ordering meals is available in multiple languages at the following link:
https://doc.pca.de/canteen/user

Service in case of questions

If you have any questions, the team at the PCA Service Center will be happy to answer them at **schule@pca.de** or by calling **040-654 983 64**.