Setting Up Access to Your Student's MealTime Account

Before You Begin:

You'll need:

- Your student's account number. Please contact your kitchen manager if you do not know it.
- An email address where you can be reached.

Instructions:

- 1. Use a browser to go to www.mymealtime.com
- 2. Click on the "Register" button as highlighted in the image below (note that screen layouts may change).

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- 3. You will be prompted to enter YOUR date of birth and agree to MealTime's terms of use.
- 4. Fill out an Online parent profile, including selecting a user name and password, and click "Register"

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Please fill in the fields below to create your MealTime Online parent profile. Yo	u are entering YOUR information here not your student's information.
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- 5. You can then add student(s) to your account.
 - a. Select "New Hampshire" and begin typing the school name (Lyndeborough Central School, Florence Rideout Elementary, or Wilton-Lyndeborough Coop. MS/HS). A menu of matching options will pop up where you can select the correct entry.
 - b. Enter your student's ID number and first name, then click "Add".
 - c. You may add multiple students under your MealTime account. Please note you must select the correct school for each individual student.

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Manage Cafeteria Accounts				
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About				
➡ Sign Out				

6. You're done! You can now use "Manage Cafeteria Accounts" to set up email alerts when your account reaches a low balance, "View Reports" to check on your student's spending, or "Deposit Funds" to add funds to your student's account.

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Note: MealTime also offers a mobile app for access from your device, this is available on Google Play or the App Store.