

## Setting Up Access to Your Student's MealTime Account

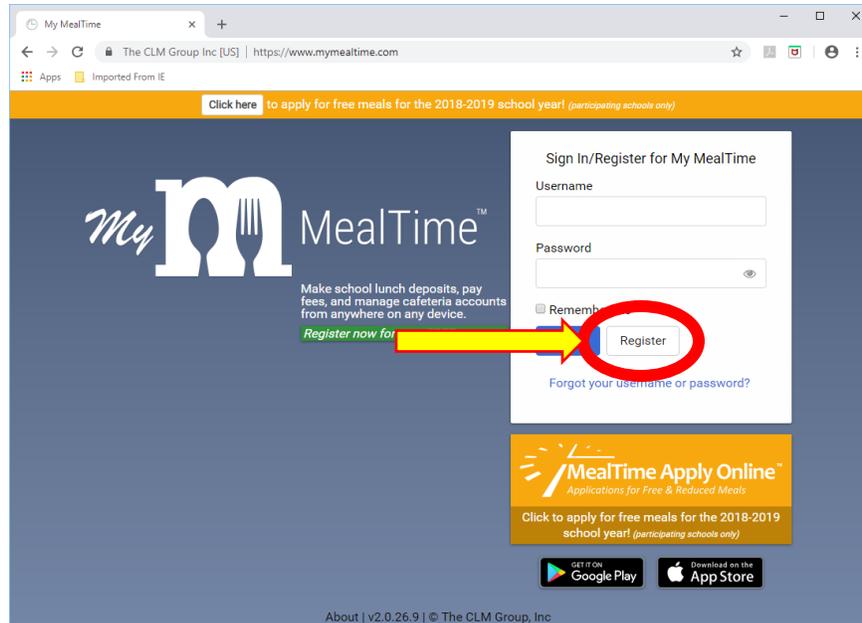
### Before You Begin:

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:

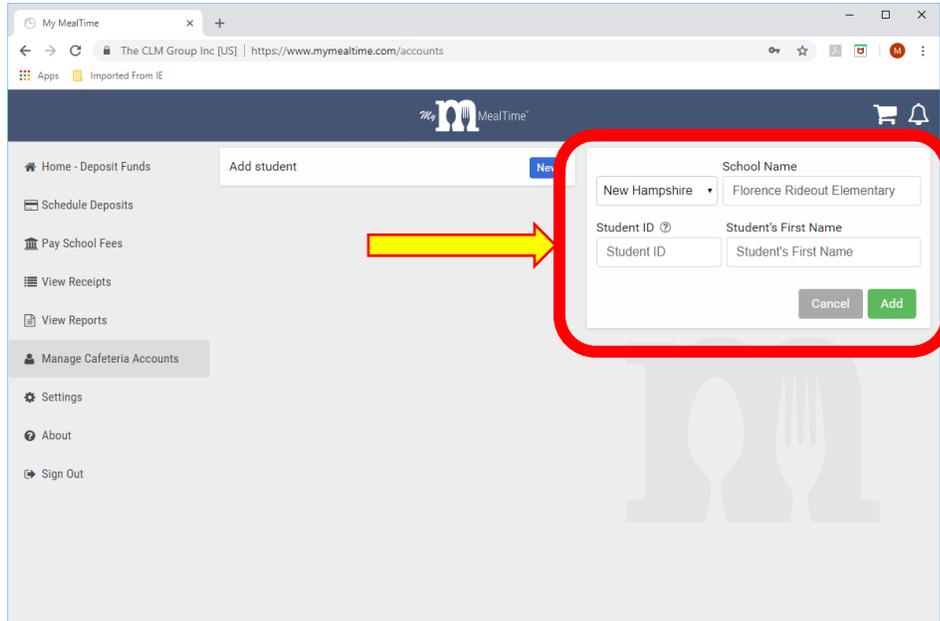
1. Use a browser to go to [www.mymealtime.com](http://www.mymealtime.com)
2. Click on the "Register" button as highlighted in the image below (note that screen layouts may change).



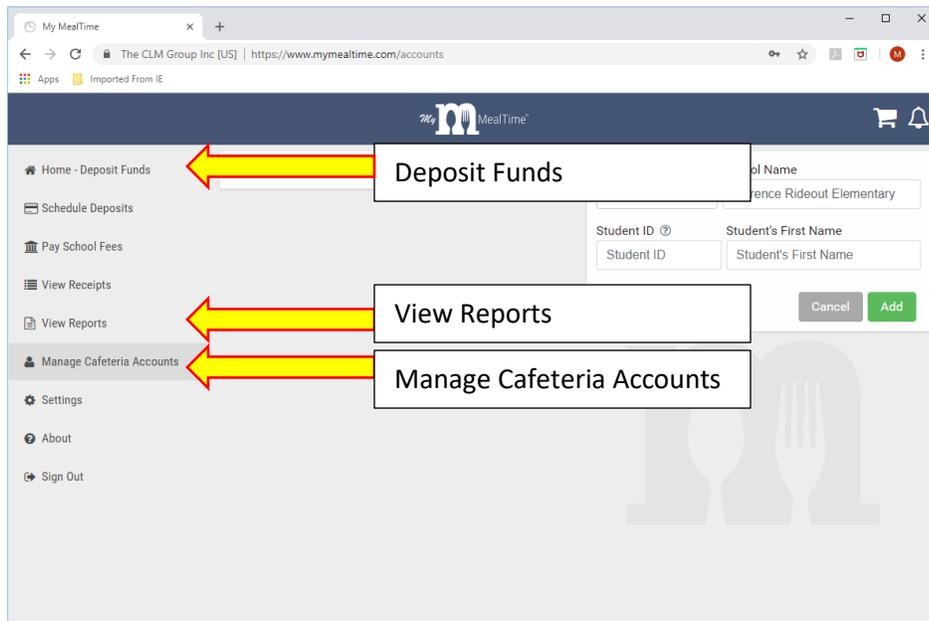
3. You will be prompted to enter YOUR date of birth and agree to MealTime's terms of use.
4. Fill out an Online parent profile, including selecting a user name and password, and click "Register"

A screenshot of the My MealTime registration page. The browser's address bar shows the URL https://www.mymealtime.com/register. The page contains a registration form with the following fields: Username, Password, Repeat Password, First Name, Last Name, Email, Repeat Email, Phone Number (Optional), Security Question, and Security Answer. To the right of the Password and Repeat Password fields, there are password requirements: Username must be at least 8 characters long; Password requirements include Uppercase character, Lowercase character, Number, Special character, and 8 characters long. The Register button at the bottom right of the form is circled in red, and a yellow arrow points to it from the left.

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.



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.



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