

### **Review the Following Information Carefully**

- If a student wants a hot lunch on 10/23/2008, they must have money in their account by the end of the day on October 22, 2008. Tickets will not be accepted in the lunch line on October 23, 2008.
- You can put money in the students account as early as 10/14/2008 via the webpage. <http://www.mynutrikids.com> (credit card), cash or check. This money will not be accessible for student lunches until 10/23/2008 when the electronic program begins.
- It will be important that you check your student balances to ensure they have funds for lunch. You can do this via the website link.
- If you use PayPal to add funds, you must allow one (1) week for the funds to process into your student's account. This is not true when using a major credit card, those funds are accessible the following day.
- If your child will be eating hot lunch, you must add funds to their account. No cash is accepted in the lunch line at Elizabeth Ide and Prairieview Schools.
- Adding Funds by Check or Cash: Send cash or check in an envelope with the student's name on the outside. Put the student's full name on the check. If a check covers more than one student in a family, please indicate how it is to be distributed between students.  
**Checks payable to: Center Cass School District 66**
- **TICKETS CANNOT BE USED IN LUNCH LINES AFTER OCTOBER 22, 2008.** Until December 31, 2008 -- Unused tickets can be returned (in an envelope with student name). The dollar value of the tickets will be added to the student account. No tickets will be accepted for reimbursement after December 31, 2008.
- Tickets will not be sold after October 17, 2008. Any money received after 10/17/2008 will be credited to the student account.
- From October 14, 2008 – October 17, 2008, if you send in a check, you must indicate whether you want tickets or the check applied to the student electronic account. Do not purchase more tickets than you need.
- There is a convenience fee of \$1.75 for on line deposits. If you deposit in multiple student accounts during the same session, you are only charged \$1.75.
- Students purchasing milk only – can still pay cash – 35 cents.

Due to the change to the electronic system, the first few days, the lunch line may be slower. After students become accustomed to the new system, the lunch lines will move much faster.

### **Registering for MyNutrikids.com**

- You will first need your child's student ID number; you may get this number by contacting your child's school, it is the same number you use to login to Parent Connect. On 10/10/2008, each student will receive a copy of his/her student ID and their lunch code. Please ask your child for this document.
- Go to the district website at [www.ccsd66.org](http://www.ccsd66.org) then click on the link to MyNutrikids.com OR go to [www.MyNutrikids.com](http://www.MyNutrikids.com) .
- Click **Sign Up** and enter the required information.
- Click **Finish** to complete the initial registration process.

### **Add Students to Your Family Account**

- When you log in you will be taken to the homepage.
- Click **MyKids** from the main menu OR from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Add Child** and enter the required information.
- Click **Add** (next to your child's name) to continue.
- Click **Add Child** to repeat the process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set up process.

### **How to Make a Deposit**

- Click **Deposit Money** located next to **Add Student**.
- Enter an amount in the **Deposit** column next to your child's name.
  - o If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.
- Click **Calculate**.
- Click **Make Deposit**.
- You will be directed to the PayPal web site to enter your payment information.
  - o You have the option to use your existing PayPal account or a major credit card to make your payment.
  - o If you are using your PayPal account, enter your email address and PayPal password to continue.
  - o If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.