**MYNUTRIKIDS.COM ONLINE INTERFACE—USERS**

Users
Parents, guardians and users must create an account on their first visit to the site.

- Go to [https://www.mynutrikids.com](https://www.mynutrikids.com)
- Click on Sign Up (or Create Account)
- At Registration Step 1, enter the Zip Code for your school district
- Click CONTINUE
**MYNUTRIKIDS.COM ONLINE INTERFACE—USERS**

Users (Cont’d.)

- At **Registration Step 2**, verify your school district, or select **your District** from the list. (If your District is not in the list available, follow the instructions at the bottom of the page)
- Click **CONTINUE**
**MYNUTRIKIDS.COM ONLINE INTERFACE—USERS**

**Users (Cont’d.)**

- At **Registration Step 3**, enter your information into all of the fields
- Your email address becomes your user name for the site
- Passwords must be at least six characters and can be letters, numbers or underscores only!
- Click **CONTINUE**

![Registration Step 3](image)

- **Passwords must be at least 6 characters**
- **Your email address will become your user name for this site**
MYNUTRIKIDS.COM ONLINE INTERFACE—USERS

Users (CONT’D.)

- At Registration Step 4, confirm that your information is correct
- You have the option to PRINT this page for your records
- DO NOT USE THE BROWSER’S BACK BUTTON!
- If you need to make any changes to your information click the BACK button on the page
- If your information is correct, click SUBMIT
- You will receive an email confirmation of your successful registration at the email address entered
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Users (CONT’D.)

- At Registration Step 5, read the Registration Completion information
- Click Login to begin using your new account
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Users (CONT’D.)

- Read the Terms of Use
- Click ACCEPT
- The user will arrive at their personalized Home Page
- Options and links from the home page include:
  1. MyKids—Add students, make deposits, view balances and transaction history
  2. Nutrition Links—Health and wellness links and resources for students and their parents
  3. MyProfile—Change account password and remove students
  4. Logout—Log off MyNutrikids.com

- Select MyKids to add students to your new account
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Users (Cont’d.)

- Select MyKids, existing accounts will show the students in the account
- Click ADD CHILD to enter students for this account
- Enter the student’s District ID #, first letter of the student first name and the first letter of the student last name. All three fields are REQUIRED.
- Click SUBMIT
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Users (Cont’d.)

- If the student record shown is correct, click ADD
- If the student is incorrect follow the link
- The student will now appear as part of the account
- Another student may now be added following the same steps
- Click DEPOSIT MONEY to make a prepayment
**MYNUTRIKIDS.COM ONLINE INTERFACE—USERS**

**Users (Cont’d.)**

- Click in the deposit column next to the student to add funds to that student's account
- Enter the amount to be deposited to that student
- The total deposit being made to the student account(s) will appear
- Click **CALCULATE**
- The convenience fee (if applicable) will appear and total charge will be calculated
- The total charge for this deposit will appear. The total charge field is the total being charged
- Click **MAKE DEPOSIT**
- You have now been redirected to PayPal™ to complete the transaction and print your receipt
MYNUTRIKIDS.COM ONLINE INTERFACE—USERS

Users (Cont’d.)

- Click on HISTORY and the following Student Transaction Report will appear and may be viewed or printed
- This report will show all deposits and purchases for the selected student for the past 30 days and reflects the date and time of the transaction
- This report also includes Student name, ID#, district, building and date range
- The Balance reflects the current balance and includes deposits that may not yet be available at the district
- The Available Balance is the amount of funds currently available at the district
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**Users (Cont’d.)**

- The **Nutrition Links** page provides links for students and parents to fun, informative, health and nutrition information.
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**Users (CONT’D.)**

- Click on **MyProfile** to change your account settings

- Click on **Logout** to exit the site