

**LINCOLN-SADBURY REGIONAL SCHOOL DISTRICT  
FOOD SERVICES DEPARTMENT  
ON-LINE PREPAYMENT INSTRUCTIONS**

**Registering for MyNutrikids.com**

- You will first need your child's student ID number; you may get this number from the ID card, below the barcode. **Please make sure you have "20" in front of the 5-digit student ID number.**
- Go to the district website at [www.lsrhs.net](http://www.lsrhs.net), click on *About Us*, click on *Food Services*, click on the link to MyNutrikids.com
- Click **Sign Up** and enter the required information.  
**When you enter the Zip code, be sure you have selected, and the screen displays, Lincoln-Sudbury, not Sudbury.** (The zip code allows parents to set up an account for either L-S or Sudbury. A parent who already has an account for K-8 students cannot add the L-S student to that account. There must be a separate account under L-S)
- Click **Finish** to complete the initial registration process.
- Now log in using the Username and Password you created.

**NOTE:** If you are a Sudbury parent who has already set up accounts for students at K-8, you will be required by the system to enter a different email address than the one you use for your K-8 student(s)' account.

**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 transferred to the PayPal web site to enter your payment information. Please note that your screen will go blank for a few seconds – be sure to wait until the PayPal screen displays. Your transaction has not processed until you complete the PayPal screen.
  - 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 on the right side of the screen to continue.
  - o If you are using a credit card, enter the required information on the left side of the screen. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.