

**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 omit the leading 20 or 200 when you enter it.** The ID number is the last 4 digits (if your student is a senior in the class of 2009) or 5 digits for students in all other classes.
- Go to the district website at 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.