

# KENNEWICK SCHOOL DISTRICT

Nutrition Services Department  
Kennewick School District #17  
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Kennewick School District uses MealTime Online to provide the opportunity for you to make credit card deposits into your student's cafeteria account or view your student's purchase history via the internet.

## **To Use MealTime Online:**

Visit <http://www.ksd.org/departments/nutrition/default.aspx> locate the link on the right called "Mealtime Online Signin Page" will take you to MealTime Online. You may also go directly to: [www.mymealtime.com](http://www.mymealtime.com)

**Step 1: Create a MealTime Online parent account.** Click on the "Create new account" link and enter a Username and Password that you will use to login to MealTime Online. The Username and Password must be at least 6 characters. For example, Username: jsmith Password: pty845.

**Step 2: Add your student.** Login to your MealTime Online account (using the Username and Password that you created in Step 1), click on the "Add New Student" link, and add your student by entering their first name and student ID number. The student ID number can be obtained by contacting the school, or your student may already know their number.

NOTE: If your student has two middle names, please use both the first and second name in the Student Name field. Example: Robert Joseph Donald Smith would require a first name of Robert Joseph. Also, be sure to use the name when your student enrolled. If Suzie is what you call her, but she was enrolled as Susan, use Susan as her first name when signing up for MealTime Online.

**Step 3: Make a Deposit.** Click on the "Make Deposit" link to make a deposit into a school account. There is a transaction fee for making deposits. Click on the "View Details" link next to your student's name to view their cafeteria account balance and purchase history.

### **Note:**

Keep in mind that data sometimes takes a day or two to synchronize on our computer systems. Give it two days after your student enrolls to sign them up for MealTime Online. Also, online deposits are processed each night at 2:00 a.m. and will be automatically reflected in your student's account at that time. **Deposits made after 2:00 a.m. will be processed the following night at 2:00 a.m.**

### **For help with setting up MealTime Online, contact:**

MealTime: (800) 755-0904  
Kennewick School District: (509) 222-5073

