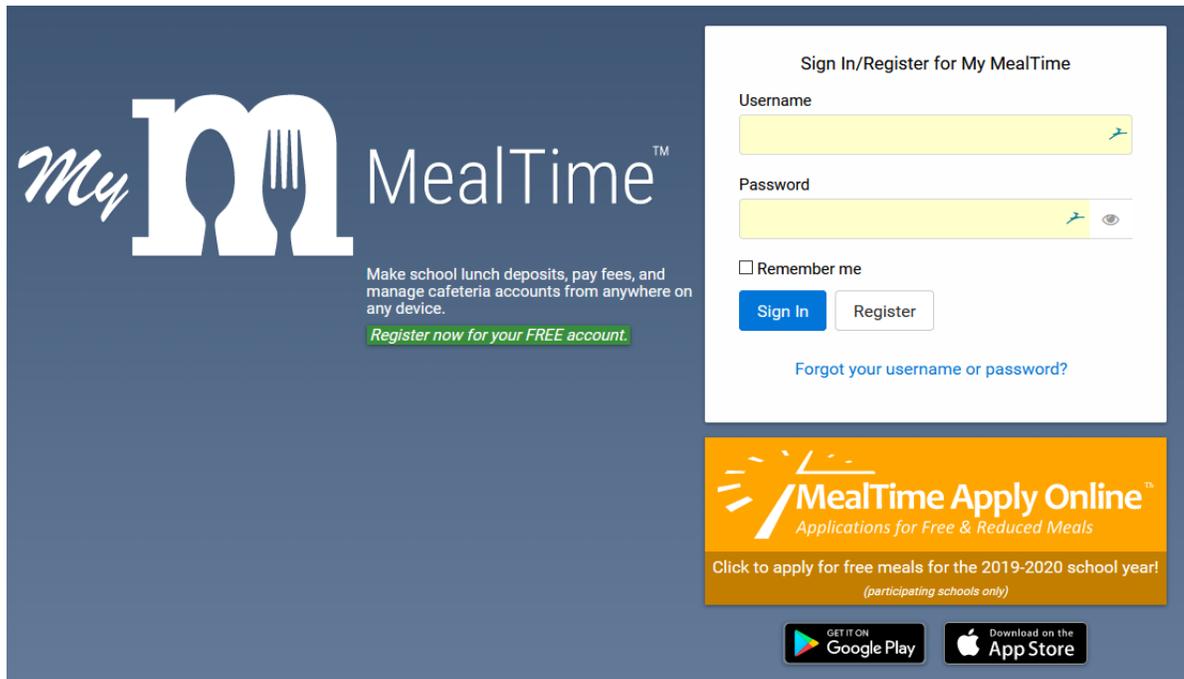# Mealtime Cafeteria Online Registration

Marian Catholic uses Mealtime for its cafeteria payments. Parents make payments online so that their students can use their ID's to purchase lunch. Students can also bring their own lunches instead of purchasing food from the cafeteria. To register and purchase food in the cafeteria, please follow the directions below. Keep in mind that students are only allowed to have a negative balance of $5.00 in their account before they are unable to purchase lunch. Please make sure your student's account is up to date.
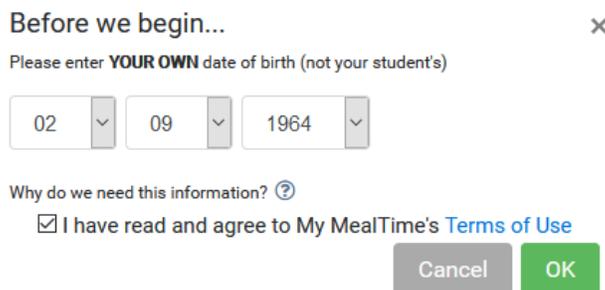
1. Open an Internet browser and go to *http://www.mymealtime.com*.

2. Click on *Register*.

3. You will be prompted to enter your date of birth and agree to the Terms of Use. Click **OK**.

4. Fill out the registration form's required fields.
5. Click on the **Register** button once you have filled out the required fields on the registration form.

Please fill in the fields below to create your MealTime Online parent profile. You are entering YOUR information here not your student's information.

Username		Username must be at least 8 characters long
Password		**Password requirements**
		☐ Uppercase character
		☐ Lowercase character
		☐ Number
Repeat Password		☐ Special character
		☐ 8 characters long
First Name		
Last Name		
Email		
Repeat Email		
Phone Number (Optional)	( ) Ext	
Security Question	Please select a security question	
Security Answer		

Cancel   Register

6. Upon successful completion of the registration form, you should get a registration confirmation page.

Your registration was successful. An email has been sent to the address on file.   ✕

7. Click on **Add Student**.

Welcome to My MealTime! You will need to add a student to your account before you can perform any other actions.

Add Student

8. Click on **New**.

Add student   New

9. In the **State** dropdown, choose **Illinois**. In the **School Name** box, begin typing **Marian Catholic HS**. Choose **Marian Catholic HS** from the dropdown list. Make sure it is Marian Catholic in Chicago Heights, IL.

School Name

Illinois | Marian cath

Marian Catholic HS
Marian Catholic High School | Chicago Heights, IL   Cancel

10. Enter your student's ID number and their first name. Please do not enter their nickname. Click **Add**.

School Name

Illinois | Marian Catholic HS

Student ID ⑦   Student's First Name

12345   Homer

Cancel   Add

11. Your student is now added.

Cafeteria Account   Edit

Mike Carlson | Marian Catholic HS

12. Repeat steps 8-11 to add additional students.

Adding Funds to a Student Accounts

Mealtime requires a minimum of $25.00 for a deposit. If you need to, you can drop off cash/check payments to Cathy Lilek in the Tuition office. In order for same day deposits to get added before lunch is served, it will need to be made by 9:30 a.m. Students should not buy food for other students.

1. Open an Internet browser and go to **http://www.mymealtime.com**.
2. Sign into My MealTime.
3. For each student, click on **Add $**. Select/enter an amount to deposit. Either click on **Go to Checkout** or **Add to Cart** if you have more than one student you are depositing for. If you clicked on Add to Cart, click on the to complete your deposit.