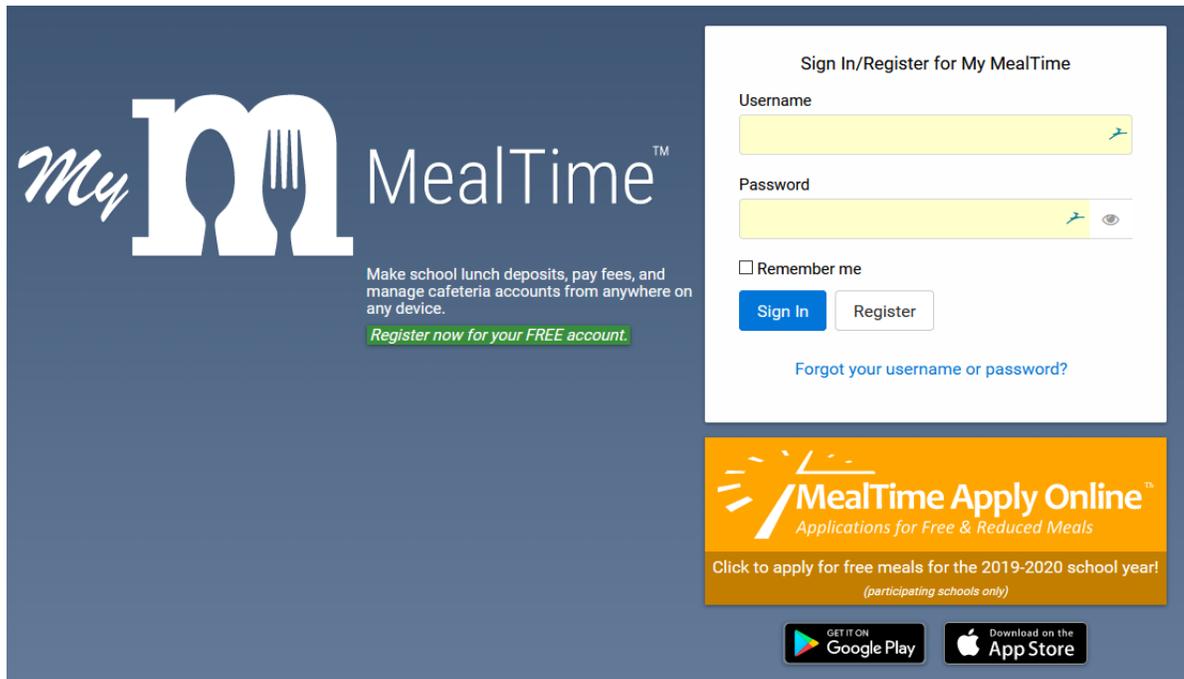


# Mealtime Cafeteria Online Registration

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>.



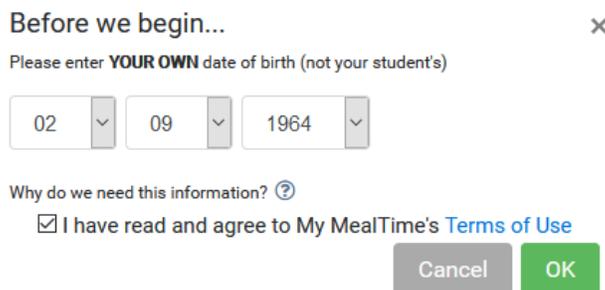
The screenshot shows the My MealTime website. On the left is the logo with a stylized 'm' containing a spoon and fork, and the text 'My MealTime™'. Below the logo is the text: 'Make school lunch deposits, pay fees, and manage cafeteria accounts from anywhere on any device. Register now for your FREE account.' On the right is a 'Sign In/Register for My MealTime' form with fields for 'Username' and 'Password', a 'Remember me' checkbox, and 'Sign In' and 'Register' buttons. Below the form is a link for 'Forgot your username or password?'. At the bottom right is a yellow banner for 'MealTime Apply Online™ Applications for Free & Reduced Meals' with a link to apply for free meals for the 2019-2020 school year (participating schools only) and icons for Google Play and the App Store.

2. Click on **Register**.



A close-up of the 'Sign In' and 'Register' buttons. The 'Register' button is highlighted with a red rectangular border.

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



The screenshot shows a 'Before we begin...' dialog box. It asks the user to enter their 'YOUR OWN date of birth (not your student's)'. There are three dropdown menus for the date: '02', '09', and '1964'. Below the date fields is a question 'Why do we need this information?' with a help icon. A checkbox is checked, indicating 'I have read and agree to My MealTime's Terms of Use'. At the bottom are 'Cancel' and 'OK' buttons.

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	<input type="text"/>	Username must be at least 8 characters long
Password	<input type="password"/>	<b>Password requirements</b> <input type="checkbox"/> Uppercase character <input type="checkbox"/> Lowercase character <input type="checkbox"/> Number <input type="checkbox"/> Special character <input type="checkbox"/> 8 characters long
Repeat Password	<input type="password"/>	
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Repeat Email	<input type="text"/>	
Phone Number (Optional)	( <input type="text"/> ) <input type="text"/> Ext <input type="text"/>	
Security Question	<input type="text" value="Please select a security question"/>	
Security Answer	<input type="text"/>	

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.

8. Click on **New**.

Add student

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 ⓘ Student's First Name

12345 ↗ Homer

Cancel Add

11. Your student is now added.

Cafeteria Account Edit

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**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.

