

## INSTRUCTIONS TO CREATE ADULT ACCOUNT

### Registering for MyNutrikids.com

- You will first need your staff ID number that is used in the NUTRIKIDS POS system; you may get this number by contacting my office.
- Go to the district website at [www.pycsd.org](http://www.pycsd.org), then click on Food Services, click on the link to MyNutrikids.com OR go to [www.MyNutrikids.com](http://www.MyNutrikids.com).
- Click **Sign Up** and enter the required information.

NOTE: If you previously created a MyNutrikids.com account for your child **who attends school in this district** you may add your own meal account to your existing **MyNutrikids.com** account by following these steps:

### Add Your Staff Account to an Existing MyNutrikids.com Account

- When you log in to MyNutrikids.com you will be taken to the homepage.
- Click **MyProfile** from the main menu OR from the blue navigation bar above.
- Click **Setup Staff Account** and enter the required information.

### How to Make a Deposit

- Click **MyKids**.
- Click **Deposit Money** located next to **Add Student**.
- Enter an amount in the **Deposit** column next to your name.
- Click **Calculate**.
- Click **Make Deposit**.
- You will be directed to the PayPal web site to enter your payment information.
  - 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 continue.
  - o If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.

NOTE: If you previously created a MyNutrikids.com account for your child who attends school in **another** district you will be required to create a separate MyNutrikids.com account for your own meal account. Also, you cannot add money to other staff member meal accounts from your MyNutrikids.com account.