



First Time Users: How to Deposit into Meal Accounts Online

1. Go online to <https://www.mymealtime.com/>
2. Under the login section, select "Create new profile" – fill out information
3. Return to sign in page and sign in using your new account information
4. Select Meal Account Deposits on the right
5. Complete the following steps for all your students for first time users:
 - a. In the lower left side of the screen select add new student
 - b. Select state from drop down menu
 - c. Find Canby School District and hit the add (plus) button
 - d. Select the school your student attends
 - e. Input student's first name & **student** ID number (not lunch number)
 - f. Select add student
6. Return to home page and select "Make Deposit" from header at top of page, select student and & add deposit!

If you have any additional questions please call nutrition services at (503) 266-6742. Thank you!