

OTTAUQUECHEE SCHOOL

Updated Instructions to access MealTime Online.

Our school district has chosen MealTime Online to provide the opportunity for you to make credit card deposits into your child's cafeteria account or view your child's purchase history via the internet.

To Use MealTime Online:

Visit your school or school district web site and locate the link to "Café Services ". Find the link to online instructions which will give you the link to MealTime Online.

Or go directly to: www.mymealtime.com .

Step 1: Create a MealTime Online profile. Click on the "Create new Profile" 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 child. Login to your MealTime Online account (using the Username and Password that you created in Step 1), click on "Meal Account Deposits" then click the "Add New Student" link and add your child by entering their first name and **student ID number, not the 4 digit pin** your child uses to purchase food/milk. The student ID number is the number the district uses for Infinite Campus to keep track of student records/information. **Please call Cheryl French, 295-8654 Ext. 6101 or Emily Paquette 295-8654 Ext. 6155 for this number or you can email frenchc@hartfordschools.net .**

Step 3: Make a Deposit. Click on the "Make a Deposit" link to make a deposit into a school account. The minimum deposit amount is \$25.00. There is a small transaction fee for making deposits. Click on the "View Details" link next to your child's name to view their cafeteria account balance and purchase history.

Note:

Online Deposits are processed each night at 2:00a.m. and will be automatically reflected in your child's account at that time. **Deposits made after 2:00 a.m. will be processed the following night at 2:00 a.m.**

If you have any questions, please let us know.

Cheryl French, Secretary

Emily Paquette, Food Services