



# Gouverneur Central School District School Lunch Office - 133 East Barney Street Gouverneur, New York 13642

*Christine Bristol, School Lunch Manager  
Telephone (315) 287-1690*



## Memorandum

**To:** Gouverneur Central School District Staff  
**CC:** Connie Timmerman, Business Manager  
**From:** Christine Bristol, School Lunch Manager  
**Date:** 8/18/2010  
**Re:** Meal Account Prepayment

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Gouverneur Central School District's Food Service Department is excited to announce that district staff members will now be able to participate in the online meal account prepayment system currently used by our students. This convenient, easy and secure online prepayment service will allow you to deposit money into your school meal account at any time. This service also provides you with the ability to view your account balance through a web site called MyNutrikids.com. By having money in your account prior to entering the cafeteria, we find the lunch lines move along much faster.

You will also have the ability to print out a copy of your recent purchases online via a history report which lists all dates and times of breakfast and/or lunch purchases within the past thirty days.

These new services will be available August 16, 2010.

### To access these services:

1. Simply go to the district web site at <http://gouverneurcentralschool.org>
2. Click on the District/Food Services link.
3. Click on the MyNutrikids.com link. From this site you will create your account and add money to your school meal account. All you need is your name, district staff ID number and school ZIP code. The instructions listed on the back of this page will guide you through the easy online account set up process.

### Things to know:

- If you already have an account for your child's meal account in this school district you can add your own meal account to your existing MyNutrikids.com account
- If you have more than one child in the district you can handle all online prepayments from the same online account.
  - Payments may be made through an existing PayPal account or with a major credit or debit card.

In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.75 per deposit transaction. If you are placing money into multiple meal accounts (ex. your meal account and your child's meal account) you will only be assessed the \$1.75 fee once per deposit transaction. Gouverneur Central School District will not profit from the use of this site.

We are very excited to offer these new services and are confident this new system will benefit you and our

District. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made payable to the Gouverneur Central School District. Please write your **full name** on the check.

If you have any questions about these new services, please feel free to contact my office at 315-287-1690.

### **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 <http://gouverneurcentralschool.org> then click on District/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.

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