

Levittown Public Schools Tutorial

NutriKids – Activating a Staff Account

For questions or help with balances, recent payments, or menus, please contact the Food Service Provider at **434-7377** or **434-7378**

For questions or help with the NutriKids program, please contact NutriKids at support@nutrikids.com

To Access NutriKids, you must set up an account first, follow the directions, [Setting up a New Account](#).

- Go to www.mynutrikids.com
- Sign in using the username and password you set up
- Click the Profile button at the top of the Page **PROFILE**
- The following window will appear:

Profile Information

Edit Your Profile

| | |
|-------------------------|---|
| Account Name: | MaryLynn Eisele [Edit] |
| Username / Email | MLEisele@levittownschoools.com [Edit] |
| Password | ***** [Edit] |
| Number of Children | 0 children [Edit] |
| Low Balance Alerts Set? | 0 alerts set [Edit] |
| Staff Account | Disabled [Edit] |
| Account Status | Active [Close Account] |

- Click **Edit** next to Staff Account Disabled
- The following window will appear:

Enable / Disable Staff Account

Your staff account is currently disabled. To enable your staff account, enter your staff ID number, first initial, and last initial.

| | |
|-------------------|----------------------|
| ID Number | <input type="text"/> |
| Confirm ID Number | <input type="text"/> |
| First Initial | <input type="text"/> |
| Last Initial | <input type="text"/> |

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- Type in your ID Number (the ID number is the same as your Employee ID which is located on your Employee ID Badge)
- Type in your ID Number again

- e. Type in the First Initial
 - f. Type in the Last Initial
 - g. Click Update
- E. Staff Account should read Enabled

Edit Your Profile

| | |
|--------------------------------|--|
| Account Name: | MaryLynn Eisele [Edit] |
| Username / Email | MLEisele@levittownschoools.com [Edit] |
| Password | ***** [Edit] |
| Number of Children | 0 children [Edit] |
| Low Balance Alerts Set? | 0 alerts set [Edit] |
| Staff Account | Enabled [Edit] |
| Account Status | Active [Close Account] |

- F. To add money to your account, click the Home button
- G. At the Home Page, click Online Pre-Payments
- H. Follow the directions, Making a Deposit to an Account