

Levittown Public Schools Tutorial

NutriKids – Adding a Child to an Account

For questions or help with balances, recent payments, or menus, please contact the Food Service Provider at **520-8470 ext.134**
For questions or help with the NutriKids program, please contact NutriKids at support@nutrikids.com

- A. After logging in to www.mynutrikids.com, click the MyKids button on the home page
- B. The following window will appear:



- C. To add a child to the account, click the **ADD CHILD** button
- D. When the following window appears, enter in the students information to find the account:



- a. Type in the Students ID # - *the child's ID number is printed on both the Report Card and Progress Report. If you cannot locate the number, please contact the child's school*
 - b. The first initial of the child's first name
 - c. The first initial of the child's last name
- E. Click the Search button
- a. If the student record shown is correct, click the ADD button
 - b. If the student information is incorrect, check the information and try again