Mealtime Parent/Guardian Account Creation

1. Open your web browser and go to www.mymealt ime.com or visit the CCSD21 food service webpage at www.ccsd21.org/business-services/food-service/ and select the MealTime link.

2. On the MealTime webpage under the account sign-on click on Create new profile

3. Begin completing the user profile form

Profile

Password and username must be at least 6 characters.

Please note! The password will be emailed to you along with your username. You may want to login, click Profile and change the password to something more secure after you create your profile.

4. Create your username
5. Create a secure password
6. Re-enter your secure password
7. Enter your first name
8. Enter your middle initial
9. Enter your last name

10. Enter a secret question
11. Enter your secret question answer
12. Optional - Enter your phone number

Email

Your email address is necessary for us to send you email confirmations of your deposits. It will never be sold to a third party.

13. Enter your email address
14. Check box if you want to receive a low balance notification (optional)
   Set dollar amount for low balance notification (optional)
15. Optional- Enter your Address, City, State and Zipcode

16. Select Create Profile

17. Once your Registration is complete you will see a Registration Confirmation, then select Sign In

18. Enter your Username and Password and select Sign In

19. Select the Meal Account Deposits Button

20. Select Add New Student

21. Under Student Information select Illinois
22. Find Community Consolidated Sch Dist 21 and then select your child's school.

23. Enter your child's First Name

24. Enter your child's Student ID

25. A message will show that your child has been added to your profile. Click Back to Home. (If you have more than one student follow the same steps to add them. If you need to change schools click on the "Change School" option).

26. From the home screen you can view account balance, make a deposit, view your students' transaction details and remove the student if necessary.

27. To Make a Deposit: Click on Make Deposit.

Enter the deposit amount in the box to the right of your student's name and then select Add Deposit. Your deposit total must be $25.00 or more. After completing your deposit entries, click Continue to Billing to preview and verify your deposit details before completing the deposit process.
Enter all your credit card information below. If you entered your address in your profile it will be populated on this page. Card types accepted are: Discover, Visa and MasterCard.

Click the box “I agree to the Terms of Use” and then click on “Deposit Funds Now”.

You will then receive a confirmation number, as well as a confirmation email once your transaction is complete.

Note! Your deposit is sent within 5-10 minutes to the school. It will be then added to your student meal account.