



## Quick Reference Guide



### 1. Getting Started

- Go to MyNutriKids.com
- Login with username and password
- Click MYTRAY
- Click EDIT next to child's name
- Complete MyTray Profile Information (1<sup>st</sup> time only)
- Click SAVE CHANGES
- Click GO next to child's name

The GO button will remain inactive until MyTray Profile Information is complete for each child on your account.



MYTRAY LAUNCH PAGE

1

### 2. Plan and Rate a School Meal

- Select a week
- Click the tray that corresponds to the meal period and day
- Choose menu options from the Select Items Panel
- Click RATE MY TRAY
- Choose rating method, NUTRITION FACT LABEL or MYPYRAMID

If you would like to make changes to your tray selection click CHANGE ITEMS.

- Click SAVE MYTRAY

Complete these steps for the rest of the week to utilize the Rate My Week feature.



ITEM SELECTION SCREEN

2

### 3. Rate My Week

- Click RATE MY WEEK
- Choose rating method, NUTRITION FACT LABEL or MYPYRAMID

View nutrition information for the entire week or see nutrition breakdown per day.



WEEK VIEW: TRAY RATING

3