



NEEDHAM PUBLIC SCHOOLS

NUTRITION SERVICES DEPARTMENT

RUTH GRIFFIN, DIRECTOR

1330 HIGHLAND AVENUE * NEEDHAM, MA 02492

781-455-0400 EXT. 219 * 781-455-0434 (FAX)

Instructions for accessing a child's lunch account on-line via MyLunchAccount

1. Go to: <https://mealmagic.needham.k12.ma.us/mealmagic/mylunchaccount>
 - Set this site as a “Favorite” /Bookmark (“MyLunchAccount”)
 - Click “Sign up” (not “Log in”)
 - Enter email address
 - Click “Create New Account”

2. An email will instantly be sent to you with your password (from Ruth Griffin, Subject: MyLunchAccount Signup)
 - Please make note of it. You can't change it.
 - Suggestion: If you Bookmark, add your password to the name of the bookmark, so you'll see it each time you access the site

3. Go back to MyLunchAccount site
 - Log in, using:
 - Your email address
 - The password sent to you (NOT cAsE sEnSiTiVe)
 - Click “Log In”
 - (Note: there will be “no students” on your account until you add them)
 - Click “Add student” and fill in:
 - Student ID (6-digit Powerschool ID#) *
 - First name
 - Last name
 - You **may** have to fill in Birthday, only if asked
 - Click “Add”

4. Once logged in, you can see:
 - Account Balance
 - View history

*Note: If you cannot find your child's 6-digit student Powerschool ID number you can get it from your child's school secretary.