



Dear Parent(s),

As we approach a new school year, Derringer Company is pleased to again offer our Dining Services to McNicholas High School. We would like to welcome the new students and returning students and look forward to another great year!

If you are unfamiliar with our system, we offer a marketplace environment in the Dining Room where students can choose from a wide variety of fresh food, snack, and beverage options with an emphasis on “Healthy Choices”. Students purchase these items using their personal account at a self checkout kiosk. This account is managed by the parent using our secure website. You can add funds to your student’s account, see upcoming menu’s, and check your students purchase history throughout the year.

### **IMPORTANT!**

**In preparation to school opening you will need to ensure your student is registered and has available funds on their account prior to August 19<sup>th</sup>.**

**NOTE: Students will not be able to make purchases if they do not have available funds on their account. It is very important to manage this account closely throughout the year.**

The following sections outline instructions for both returning and new student registration.

### **Returning Students/Families**

1. Returning students will continue to use the same account they had last year. All balances and login information will remain active.
2. The parent login will also remain the same.
3. If you have a new student but still have an existing “Parent” login from prior years you can add that student by logging in to the website and using the “Add Student” menu. This will tie the new student to your existing account.
4. If you lost the username & password for website access please go to [www.myrefreshme.com](http://www.myrefreshme.com) and click on the “Forgot Username” or “Forgot Password” options to have a new one sent to you. These will be sent to the e-mail address that was setup on the account last year. If you are still having trouble contact [comments@myrefreshme.com](mailto:comments@myrefreshme.com) for further assistance.

## **New Student Registration Instructions**

1. Go To <https://www.myrefreshme.com/mcnick>
2. Enter required information for the Student Account. This is the information your student will use to access their account at the kiosk in the dining room.
3. Enter required information for Your Account (this is what you will use to login to the website to manage your student's account(s)).
4. Click the Create Accounts button.
5. Click on the Print button which will allow you to print a registration page with a barcode.  
**Your student will need to bring this page with them on August 20<sup>th</sup> to complete the registration on the kiosk.**
6. Once your student is added you will be able to login and add funds to the student's account. This is described in the below instructions.

**NOTE FOR FAMILIES WITH MORE THAN ONE NEW STUDENT:** Once you register your first student, login to your parent account and click on the "Add Student" menu and fill out the form for adding a student. This will tie all students to your single parent login.

## **Adding Funds To An Account**

1. Go to [www.myrefreshme.com](http://www.myrefreshme.com)
2. In the "Customer Login" screen enter your parent username & password that you setup during registration.
3. Once logged in click on the "Add Funds" option in "Manage Account". This will take you to the payment screen.
4. Enter all required billing and payment information.
5. If you have more than one student you can choose which student you are adding funds to by using the drop down box at the bottom of the payment screen.
6. Once all information is complete click on the "Add Funds" button.
7. You have now added funds to your student's account.
8. If you have multiple students to fund you will need to complete this process for each student.

## **HELP**

If you need help registering, adding funds, or have general questions about your account please contact us at [comments@myrefreshme.com](mailto:comments@myrefreshme.com). We will do our best to respond within 24 hours Monday – Friday and as soon as possible on Monday following the weekend.