



# WebKids Startup Guide

## About WebKids

Minute Menu WebKids is a website designed to allow child care providers to record food program claim information on-line, quickly and easily. To use it, you only need Internet Explorer (which comes with Windows). Logging in is simple: you will visit a web site, type a login name and password, and you're in! This guide is designed to help you log into WebKids the first time. Once logged in, [Help] buttons found throughout WebKids will show you how to record your claim information.

## Accessing WebKids

To use Minute Menu WebKids, you must have a 9-digit login name given to you by your sponsor, and you must have a password. If you don't have that yet, please ask the appropriate Food Program Sponsor representative for it.

To log in:

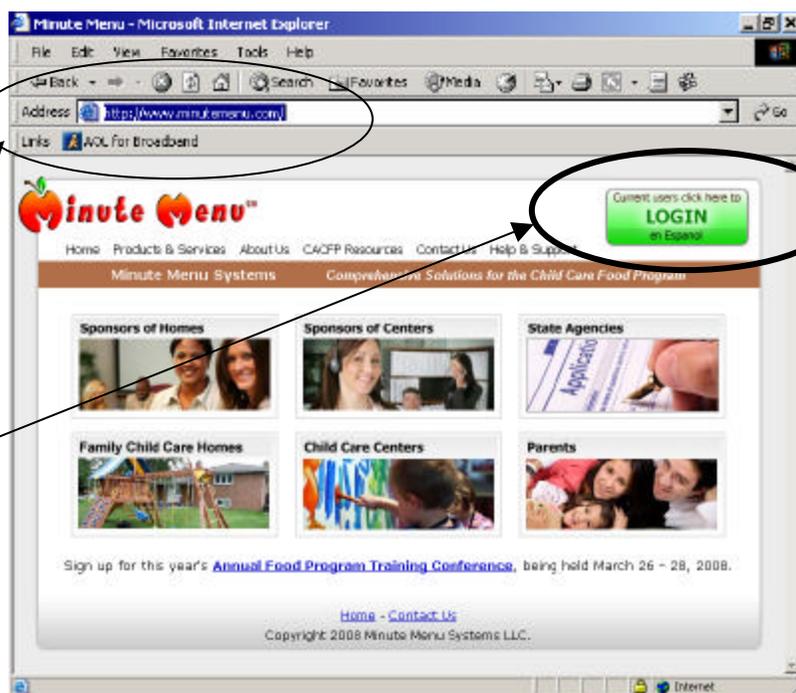
1) Make sure you're logged into the Internet. If you dial-up using a modem, be sure to dial up. If you have DSL or a cable modem, you're always on the Internet, so you can skip this step.

2) Open Internet Explorer. This can typically be done by clicking the "e" icon usually found on your desktop.

3) In the Address bar at the top of your screen, type this web address: **www.minutemenu.com** and click [GO] or [OK]. This will take you to the Minute Menu web site.

4) Click on the "LOGIN" link that you see on the left hand side of the page.

5) This will take you to the secure login page for Minute Menu WebKids. If your browser presents you with a message indicating that the page is secure, you can just hit [OK] to continue. Otherwise, you'll be prompted to supply your login name and password.



6) On the login screen: Type the **Login** and **Password** that were given to you by your Food Program sponsor. **Note:** if you got your password via email, don't confuse the number zero (0) with the letter (O). And Frequently the lower case "L" and the number "1" look virtually identical: 1 1



7) Press [**Login**] after you've typed your login name and password. If everything is correct, the system will log you into WebKids and you'll be ready to record your claim information.

**Quick Login Tip:** Before you [Login], you may want to add this page to your Favorites in Internet Explorer. Click on **Favorites >> Add to Favorites**. That way, the next time you want to login to Minute Menu, you can just go to that Favorite that you've saved in Internet Explorer.

**Another Quick Login Tip:** You may also want to click on "Log in automatically next time" before you hit [Login]. Then, when you go to this login page (by clicking on your saved Internet Explorer Favorite), you'll be immediately logged in!



8) Once you login, you'll be presented with the "Login: Preparing to Load Minute Menu WebKids" page. This will check to see that your computer can log into WebKids without any problems. Assuming there aren't any problems, you'll see **All tests passed**. Then hit [**Click Here to Open WebKids**] to login immediately.

## Login Problems

If you have any troubles logging into WebKids, click on the "Having trouble logging into WebKids? [Click Here](#)" link you see on the Login screen. That page will provide a variety of tips to help you resolve any problems you have logging in. And if you can't solve the problems with the advice on that page, you can contact technical support from that page.

## After You Login

After you login, you may start using WebKids immediately! If you have any questions about how to use WebKids to record meals and attendance, click [Help] on any screen. But you'll typically start by Recording Meals – or if you don't have any children enrolled yet, click Enroll Child to enroll your children. Or consult the "New to Minute Menu? [Click Here for help getting started](#)" link at the top of the main menu.