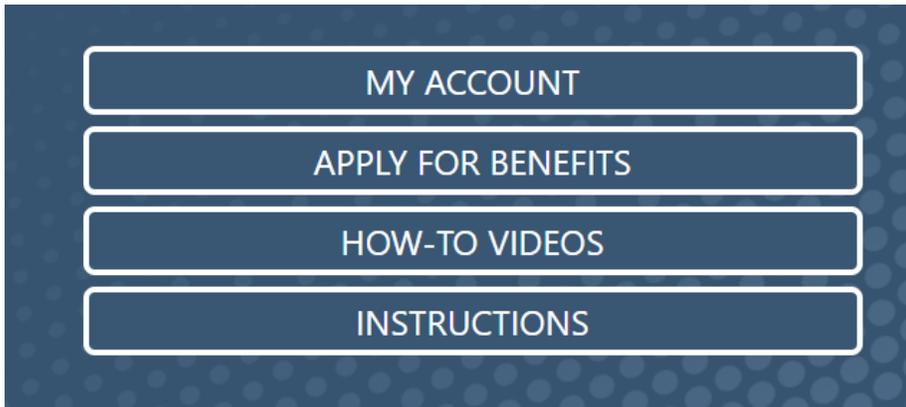
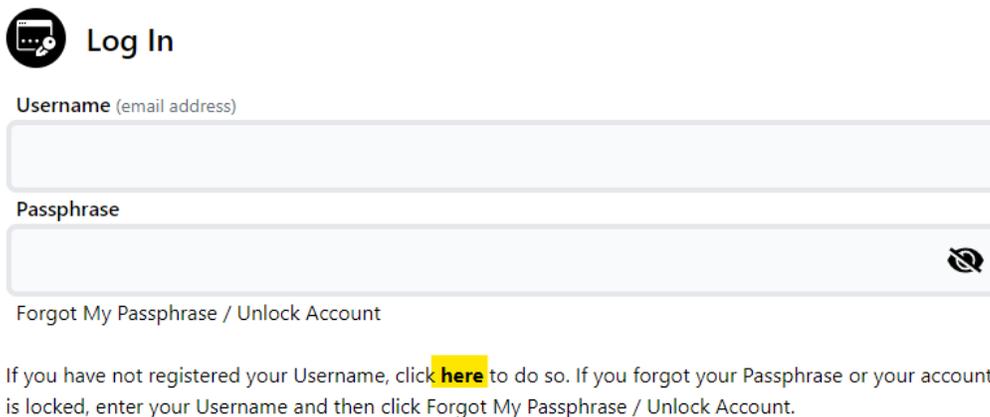


CREATING YOUR MEAL MAGIC FAMILY PORTAL ACCOUNT

1. Visit <https://dubuque.familyportal.cloud>.
2. Click on **My Account**.



This box will appear



 **Log In**

Username (email address)

Passphrase



[Forgot My Passphrase / Unlock Account](#)

If you have not registered your Username, click **here** to do so. If you forgot your Passphrase or your account is locked, enter your Username and then click [Forgot My Passphrase / Unlock Account](#).

3. If you have not registered your username/account, click the **here** to do so.
4. Enter your email address.
5. Click next.
6. Read and **Accept** the Terms of Use and Privacy Policy.
7. Check your email for activation instructions.
8. Click the link in the activation instructions.
9. Enter your first and last name and set a passphrase.
10. Click **Submit**.
11. After successfully completing registration, you will use MY ACCOUNT whenever you want to access your account.

