Click on sign up now.
Enter your email address
Click on “send verification code”

An email will be sent to you titled, “Microsoft on behalf of onlineordering”. Be sure to check your spam mail!
Input the code provided via email

Then click “verify code”
Then click “create”

Fill in all the fields
Select “Add a child”
Select School District in drop down box

Enter your student’s ID number

Enter your student’s last name

Click “ADD”
Select “order meals”
Select “lunch”
Select the entree choice for day that you would like to order lunch
After selecting the entrée:
* select fruits and vegetables (you must select at least 1)
* select milk

Click “Add to order”
You can choose meals for the entire month by clicking through the weeks.

Each day needs to be entered as one day at a time (Add to cart and then order for next day)
You have the option of deleting an order if you have changed your mind.
When your cart is complete, select “check out”
Select a pickup location for each meal that you ordered.

This is where your student’s meal will be delivered/picked up.
HYBRID - ELEMENTARY

The location for delivery would be the student’s homeroom
HYBRID - SECONDARY

The location for delivery would be the student’s 2\textsuperscript{nd} or 6\textsuperscript{th} period class depending on the day/schedule.
The location would be the “building” the student’s meals would be picked up.
Once you've selected a pickup location for all meals, click on “Place Order”
Once you’ve completed your order, you will be directed to an order confirmation page.

You will also receive an order confirmation via email.
If you’d like to add to your balance, simply click on “Add to Balance”
You will be redirected to the login page of your district's payment center. Updates to the meal account will be reflected on the online ordering platform when your district updates their data, usually nightly.
FAQ’S

*Can I order for more than one day?
Yes, you can order multiple days for each student.

*Do I need to place separate orders for each student?
Yes, you will need to checkout the cart for each student before placing an order for another student.

*Where do I find information about menus, pickup times and locations, online ordering links etc...?
The Nutritional Services web page will have all of this information and any updates that may occur with learning model transitions.