Create account

1. Go to onlineordering.linq.com
2. Select “sign up now” on the login page
3. Verify your email address
   a. Input your email address in the “email” field
   b. Select “send verification code”
   c. Go to your email inbox and look for an email from “Microsoft on behalf of onlineordering.linq.com.” Allow a few minutes for the email to appear in your inbox. If you do see an email, check your spam folder. If you do not receive an email, you the “send new code” button on the sign up screen
   d. Input the code provided via email in the “verification code” field
   e. Select “verify code”
4. Input first name, last name, new password and confirm new password in the respective fields
   a. Password requirements - must be 8-16 characters and contain 3 out of 4 of the following: lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols @#$%^&*+=[]\{}|\:\,"/`~"();.
5. Select “Create”

Add student to account

1. Select “Add a Child”
2. Select your school district from the drop down
3. Input student ID
4. Input student’s last name
   a. The last name must match the school record exactly

Order Meals

1. Select “Order Meals” on a student card
2. Select your entrée choice for each day you would like to order a meal
3. Select one option from each category to complete your meal and add to cart
4. When you have added all the meals you would like to order to your cart, select the cart icon in the upper right-hand corner
5. You have the option to delete an order if you have changed your mind
6. When your cart is complete, select “check out”
7. Select a pickup location for each meal that you ordered. This is where your students’ meals will be delivered. For ELEMENTARY students, this will be their homeroom which will auto populate. For MIDDLE and HIGH SCHOOL students, please select their 2nd or 6th period class (this will depend on the day).
8. Once you have selected a pickup location for every meal, select “place order”
9. You will be directed to the order confirmation page. Please note that while the price for each meal and the order total display on the confirmation page, your student will not be charged for the meal until the meal is served. Therefore, the meal balance will not be updated until the meal is served, and the data is updated in the nightly data import.

10. You will also receive an order confirmation via email.

Add to Balance

1. Select “add to balance” from the student card or order confirm page
2. You will be directed to the login page of your district’s payment center
3. Follow your normal process to add funds to your student’s meal account
4. Any updates to the meal account will be reflect on the online ordering platform when your district updates their data (typically nightly)

Frequently Asked Questions:

Can I order more than 1 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 a new order. This is due to if you have students at different building levels, menu selections will be different and each student’s delivery location will be different.