

How to use Upper Arlington's Online Ordering System to Pre-Order a Student's Meals

*You can access the online order link on the webpage or mobile app.
Please see below for instructions for each option.

To order from the Upper Arlington City Schools Nutritional Services Page:

1. First go to the UA Nutritional Services at [UA Nutritional Services Web Page](#)
2. On this page, click on the Upper Arlington City Schools On-Line Order link



3. This will take you to the On-Line Ordering home page.

- *Enter the student's id number
- *Select from drop down menu location you would like to pick up the student's meal
- *Enter the student's first name
- *Enter the student's last name
- *Enter your cell phone number - this will allow you to receive a confirmation email once the order is placed
- *Enter your email address - you will receive an email confirmation of order
- *Select the date you would like to order lunch for pick up
- *Click "Next"

A screenshot of the online ordering form. At the top, it says "Welcome to Upper Arlington City Schools On-Line Ordering!" followed by "Please complete all fields below and click 'Next'". Below this is a note: "In the 'deliver to' field, please indicate the building and time slot you will be picking up the pre-ordered meal." The form contains several input fields: "Student ID", "Student ID", "Deliver to site" (a dropdown menu), "First Name", "Last Name", "Cell Phone # (Business order status updates on your phone)", "Cell Phone #", "Email", and "Pickup Date". A green "Next" button is at the bottom right of the form.

4. Once you click next, you will go to the next page where you will see two tabs

- **"Info" - will provide additional information on how to complete the student's meal selection
- **"Enhanced Distance Learning - Lunch" - will provide the options for the student to select the entree the student would like for lunch.



5. On the Enhanced Distance Learning page:

- *Select the student's entree choice by clicking "add to cart"
- *Then click "view cart"

6. Once on the "view cart" page.

- *Click on "Settle at Pick Up" for payment. Please note nothing will be charged to your student's lunch account for meal pick-up during Enhanced Distance Learning.

7. You then complete the order by clicking "place order"

8. You should receive an email and text confirmation for a placed order.

***Can I place an online order for multiple days?**

Yes, an online order can be placed for any day a menu is listed, but each meal needs to be ordered separately following the steps above.

How far in advance do I need to order?

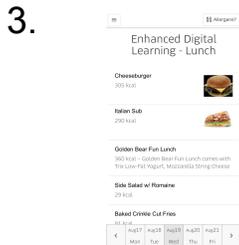
We ask that orders are placed at least 2 days in advance.

To order from the Upper Arlington City Schools Web Menus App:

1. First download the Web Menus bysite Software App



2. On the home page of the app, enter the school building of the menu you wish to view and select this school.



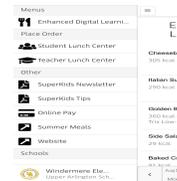
From this page, you can select the date you wish to view the menu or place an on-line order for. *See the scrolling dates at the bottom of the page.

Once you have selected the date, click on the top left of screen on the 3 horizontal lines.

4. From this screen select, "Student Lunch Center"

5. This will take you to the On-Line Ordering home page.

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- *Select from drop down menu location you would like to pick up the student's meal
- *Enter the student's first name
- *Enter the student's last name
- *Enter your cell phone number - this will allow you to receive a confirmation email once the order is placed
- *Enter your email address - you will receive an email confirmation of order
- *Select the date you would like to order lunch for pick up
- *Click "Next"



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