

## Lunch Works Start up Tips

-At login screen enter user name and password. Remember username and passwords are case sensitive.

-Once you are logged in you will be on the directory page. The first thing you should do is click on “My Account Info”. Verify the information including your children(s) name, grade and room #'s. **Phone # and email address** will be blank until after you complete your first transaction. You can also change your password by clicking on the “change password” tab. If information is incorrect please email [joseph.jura@comast.net](mailto:joseph.jura@comast.net) with detailed description of erroneous information.

-Once verification is complete click on the “directory “ tab to exit back to the directory.

-When you are ready to order lunches for the next month click on the “lunch order form” tab on the directory screen. From the upper left “student” drop down menu click on the students name who you wish to order for. From the center “schedule” drop down menu click on the “all open schedules” item. Order form is by dates. Meals to be served on Mondays and Wednesdays. Try to be conscious of “field trips” and do not place an order for your student(s) on those days when they won't be there due to field trips or other off campus activities.

-To order for your student simply enter “1” in the quantity box. To see all items included in the lunch and also who the vendor is, click on the “?” located after each menu item. When you have completed ordering for the first child, or only child, click on the “add to cart” tab located on the bottom or top of the order form. If you have additional children to order for go back to the “student” tab at the top left of order form and click on the next child's name. Repeat ordering procedure for each student. When complete click on the “check out” tab at the top of the menu

-Simply fill out the requested information to complete your electronic check out. Routing number is the first 9 digit number listed on the bottom of a typical check.

-Click on “confirmed orders” tab at directory to review lunches ordered or to print sheet for refrigerator.

-Click on “statements” to review account activity.

