

Union Academy

Sharing A Dream ... Building A Future



ORDERING SCHOOL LUNCHES ON-LINE

Our School-Lunch order form is online. All lunch orders must be placed online – monthly. You may now place your order for the month of August.

To place a lunch order, go to: <http://www.unionacademy.org/AboutnbspsUA/SchoolServices/Lunch/tabid/618/Default.aspx> Then choose the "Click Here to Order Catered Lunch" option. The School Lunch link will take you to the log-in page for the online lunch order forms.

When you visit the lunch ordering website, you'll be asked to log-in; indicate the child's name for whom you are ordering; fill-in the online order form and confirm it. Once the order is confirmed, you will see a confirmation page. Print the confirmation page and send it into school along with the amount due the following day. For each child's order that is placed, you will receive a follow-up email confirming all the entrées. That's it!

We have tried to make ordering school-lunch easy. We've also tried to make it easy to remember what was ordered. In fact, you don't have to remember because you can either view the email confirmation (which is sent to you when you place an order) or you go back to the school-lunch website at anytime and see what you ordered - for each child.

There are a couple of things you will need to remember. These include:

- You need to place a separate order for each child. (That's how we create their lunch ticket labels.)
- The first time you visit the school lunch website, you will need to activate your account.
- You will use your 10-digit phone number and zip code to login and activate your account.
- Follow the on-screen prompts to setup your family account.
- The submitted information will be recorded and used next time you return to the school-lunch program.
- You will need to login each month to place an order. Once you are logged in, you will be taken to Main Menu Screen. At the main Menu Screen,
 - Select your student's name, or select the SCHOOL LUNCH link in the upper menu bar, then select the month for which you want to place a lunch order.
 - If you have more than one child in school, you will need to select the child for whom you want to order a lunch.

For future reference: If you happen to forget your password at some time in the future -- relax! You will have the option of answering the personal question you created when you setup the password. If the personal question is answered correctly (case sensitive), the system will send your password to the email address recorded for your account.

You **MUST** process each order through until you see the **Order Confirmation** page. Do not stop until you see the Order Confirmation page – that is the page you print and send to school with payment. The system does not recognize an order until you see the Confirmation Page. We cannot process your order if has not been fully submitted & confirmed.

If you have more than one student, enter each student's order separately. After orders have been placed for each student, print the final Confirmation Page and send it to school with payment equaling the Total Amount Due as shown on the final Confirmation Page. Each student's order amount is added to the Confirmation Page total amount due. This way you only need to print and send in the Confirmation Page that appears after you place all orders for your family.

One last note, if you attempt to order after the cut-off date, the system will not accept your order.

The cut-off date for the month of August is July 27, 2007

Thank you in advance for your cooperation and assistance.