## To order meal items

Go to My Accounting | Cafeteria | Orders | Meal Orders tab.

1. Enter the quantity of meals to be ordered.
2. Select meal from drop-down.
3. Update when complete.
4. Current (Open cycle) and previous (Closed cycle) meal selections can be printed.

My Cafeteria Orders


## To order A la Carte (Milk)

Go to My Accounting | Cafeteria | Orders | A la Carte tab.

1. Parents can click on blue count button to view list of available a la carte items.
2. Once window is open, parents can enter the quantity of meals for each student.
3. Update when complete.
4. Current (Open cycle) and previous (Closed cycle) meal selections can be printed.


Only "Family 1" families can order for their children. If your children are in a split family and you do not see their names on the order list, please contact your school to rectify this if you are going to be the one making orders.

