

How to Order School Lunches:

Our school lunch order form is online. All lunch orders should be placed online using the website order form. To place a lunch order, go to www.orgsonline.com.

Creating a Family Account:

- For First Time Users - select the **CREATE NEW ACCOUNT** option that appears on the left side of the screen under the sign in box. WRITE DOWN YOUR
USER NAME:
PASSWORD:
- Then (when asked) enter our **school code** which is: **327PPSMN**
- Next, provide the account setup information requested and submit that information to activate your account.

To submit an order:

- 1) Select **PLACE ORDER** then submit a separate order for each person placing a lunch order.
- 2) When each order has been submitted, select the **REVIEW ORDER** button at the bottom of the page.
- 3) On the Review Order page, select the **SUBMIT ORDER** button to confirm the order.

A confirmation email will be sent as orders are recorded. If you receive duplicate order confirmations do not worry. *Duplicate orders are not possible.* To see what you ordered, log into your account and select **VIEW ORDERS**. You will see exactly what the system recorded for each student. ***You can view and PRINT your orders at anytime.***

Please pay for your lunches either online through the Infinite Campus parent portal, or by sending a check payable to "Parnassus" to the office. Please write your child's name and 'lunch' in the memo line to make sure it is credited accurately.

Please remember:

- You need to place a separate order for each child (or staff member) that is ordering lunch.
- Next time you access your online lunch account you will enter your email address and the password created when you setup your account.
- If you encounter a login problem use the **GET HELP** button to request assistance.

If you forget your password at some time in the future -- relax! Select the **RETRIEVE MY PASSWORD** option to have your password immediately sent to you.

You **MUST** process each order through until you see the **Order Confirmation** page. Do not stop until you see an Order Confirmation for the order being submitted. The system does not recognize an order until you see the Confirmation Page. We can not process your order if has not been fully submitted & confirmed.

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

Please contact Parnassus Preparatory School office at (763) 496-1416 x47, or email weisbeck@parnassusprep.com if you have any questions or concerns.