

IMPORTANT CORRECTION

ON PRE-ORDERING SCHOOL LUNCHES

With apologies, please review the following corrected information for pre-ordering lunch.

Lunch service begins Tuesday, Sept. 22.

Remember-If you do not pre-order lunch, a lunch will not be prepared for your child. Students may no longer have parents (or anyone) deliver lunch to campus.

Note: >You will continue to use PaySchool to fund lunch payments.
>You will order through myMealOrder.com (accessed through PaySchool).

Login/Register

- Go to: <https://payschoolscentral.com/>
- If you have previously used Payschool, login with your existing login information.
- If you have not used Payschool, you will need to “REGISTER” (upper right corner).

Set a funding source (such as a debit or credit card):

- Establish a payment source by selecting “Payment Methods” (#1 right)
- You may automatically replenish the account by selecting “Auto Replenishment” (#2 right) from the right navigation as well.

Note: A meal plate averages \$5.25 a day per child. Drinks are \$1.50 each.

Order meals

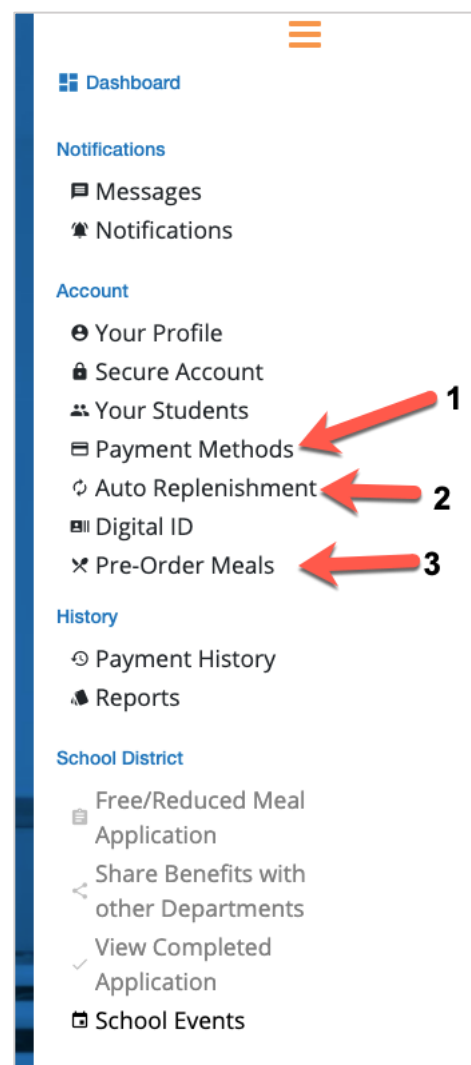
- Select “Pre-Order Meals” (#3 right) from the right navigation panel. This links you to myMealOrder.com.
- Use the green bar at the top of the page to navigate to the “Week of Sept. 21”
- Choose your meals

Note: Prices will not display. Please use the prices above to estimate the amount of funding your child will need.

- Go to “Checkout”
- Click “Place Order” (order will appear – no pricing on it)
- Click “Continue”
- You will see a “Success” message. An email will come to your email address of record.

Picking up meals

When your child goes through the cafeteria line to pick up his/her meal, the barcode on the meal is scanned. This is connected to your student’s account. The price of the meal is deducted from his/her balance.



To view your orders

- Return to dashboard
- Click “Pre-Order Meals”
- To the right of the green ‘week of’ bar, you’ll see:



- Select “Week” or “Month”
- Select “Print Purchased Items”
- Items will display in new window

To cancel an order

- In the top navigation bar, go to “My Orders”
- Your orders will appear. You have the option to cancel them here.

Meal Orders		Transactions				Export	
Student	Meal Date	Status	Meal	Price			
Kathryn Perry	09/23/2020	Purchased	Chicken Fried Steak w/Country Gravy	0.00	Details	Cancel Order	
Kathryn Perry	09/22/2020	Cancelled	Spaghetti & Meatballs	0.00	Details		
Kathryn Perry	09/22/2020	Purchased	Cheeseburger	0.00	Details	Cancel Order	