



# Thomas Edison Charter Schools Online Lunch Ordering

<http://www.TECSLunch.com>



## Setting Up Your Account

To purchase lunch for your student(s), you will need to set up an account.

1. Go to <http://www.tecslunch.com>
2. Click “Register”
3. Select the campus that your student attends
4. Enter your personal information, including your email address and a password for your account
5. Enter your student’s ID (the same number used in the gradebook system). If you have more than one student to add to your account, you can do this later (see *“Adding a Student To Your Account”*)
6. Click the “Register” button and you will be taken to the site menu
7. If you need to add more students to your account click the “Manage Your Students” link

## Adding a Student To Your Account

After you have registered for an account or logged in, you can add a student to your account at any time.

1. Click “Menu” at the top of the page to open the menu
2. Click the “Manage Your Students” link
3. In the box labeled “Add a Student To Your Account”, enter the student’s ID that you would like to add (it is the same number used in the gradebook system)
4. Click the “Add Student” button and the student will be added to your account

## Removing a Student From Your Account

After you have registered for an account or logged in, you can remove a student from your account at any time.

1. Click “Menu” at the top of the page to open the menu
2. Click the “Manage Your Students” link
3. In the list of students on your account, click the “Remove Student” button and then click “Yes” in the confirmation box

## Forgotten Password

If you have forgotten your password or you are unable to log in to your account, you can easily reset your password.

1. Go to <http://www.tecslunch.com> and click “Sign In”
2. Click “Forgot Your Password?”
3. Enter your email address and click “Send Password Reset Link”
4. Check your email and follow the instructions in the email that you receive



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## Change Your Account Information or Your Password

After you have registered for an account or logged in, you can easily change your account information or change your password.

1. Click “Menu” at the top of the page to open the menu
2. Click the “Manage Your Account” link
3. Click the “Edit My Account Information” button
4. Change any information that you would like
  1. If you would like to change your password, enter the new password twice
  2. If you do not want to change your password you do not need to enter your password. Leave both passwords fields empty.
5. Click the “Update Account” button to save your changes

## Order Lunches For Your Student(s)

After you have registered for an account or logged in, and you have added students to your account, you can order lunches for them.

1. Click the “Lunch Calendar” link at the top of the page
2. Select the month that you would like to purchase lunch in. You can click the previous or next month names to view the lunch menu for that month.
3. On each day of the month, you will see the menu for that day. If you are able to purchase lunch for your student(s), their name(s) will be shown on each day.
  1. If their name is in a green box that means that you can purchase lunch for them
  2. If their name is in a gray box that means that you already have that day in your shopping cart for your student
  3. If their name has a small checkbox next to it that means that you have already purchased lunch for your student on that day
4. Click on the green box for every student that you want to purchase lunch for, on every day that you would like to purchase lunch for them
5. On the left side of the screen you will see your shopping cart. This will show you every day that you have selected to purchase lunch (example: “Scott C. 8/25 \$2.95”).
6. If you would like to remove a day from your shopping cart, click the red (X) by the day
7. When you have finished adding lunch days to your shopping cart, click the “Check Out” button
8. A box will pop up and ask you for your payment information. Enter your email address, billing street address, and credit card information
9. When you have completed your purchase you will be emailed a copy of your receipt and you will be shown a receipt on the screen
10. You may review your lunch purchases at any time by clicking the “Purchase History” link in the menu