Welcome to the Montroyal PAC Ordering System

Getting Started

Go to: www.montroyal.hotlunches.net in your browser window or follow the link from our MPAC website. This is the screen you will see:

(SCREEN SHOTS ARE FOR ILLUSTRATION ONLY. DON'T RELY ON DATES OR INFORMATION)

To use the system, you will be required to register and provide your name, phone number and email address. This site has an SSL Certificate to provide full security of your personal information, and only the information required to manage the lunch program is required. The MPAC system administrators cannot access your password and you select your own user id. (We suggest you use your email address for easy recollection)

To register for an account click on the "**REGISTER**" tab on the main menu bar or "Click Here to Register" in the right hand box. This will take you to the registration form to create an account for your family. Each family will have one account and each member of your family registered at the school will be linked to this account. Once you have created your account you will be able to login and edit your contact information and add additional parent/guardian contact information.

To register, enter the **SCHOOL ACCESS CODE** that is provided in the **Welcome Package**. Provide other information as required to complete your registration.

Once you have registered, you can immediately LOG IN.

NOTE for Split Families Where both parents want to access the system and place orders, the MPAC system administrators will need to add the students for the second registered parent. Please contact info@montroyalpac.com for assistance.

Step 1 - Manage Contact Info

Once you have logged into the system you will be at the "**Home**" page. This is the first screen you will see each time you login and from here you can quickly access the major sections of the system.

The **first step** is to verify your contact information. Your contact information is the information that is displayed in the on-line MPAC School Directory. You can display or remove any of the values in the contact record to ensure that your privacy is protected or to provide information to other parents such as additional parent/guardian or caregiver information. If you have elected to be on the MPAC email list, the emails displayed in the contact list will be included.

Click "**PROFILE**" tab then "**Manage Contact Info**" to edit, add another contact (Click "**Add New**") or update contact information.
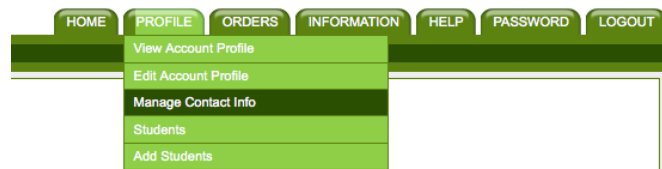
Step 2 - Managing Students

The second step is to add your children to the system so that Hot Lunch and other orders can be placed for them. To add your children to the system return to the "**HOME**" page, then click on the "**Students**" button to access the student administration screen.

(SCREEN SHOT IS FOR ILLUSTRATION ONLY)
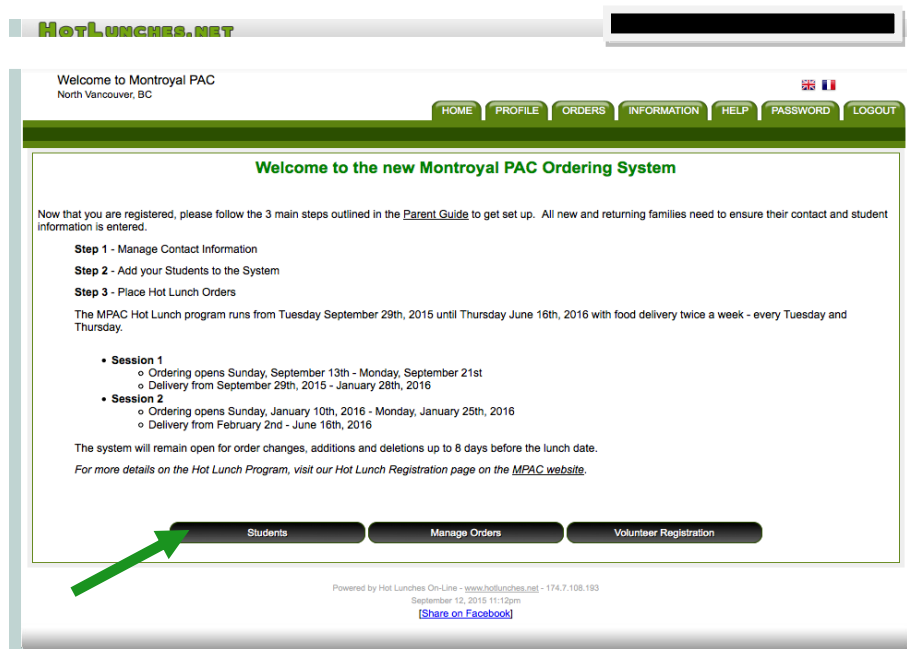
You are now on the "**Student Administration**" screen. Click "**Add New**" and this is the next screen you will see:

Here you will specify your child's name, grade, babysitting availability, select which class, teacher and division the student is in (which will be verified by MPAC system administrators) and preferred name if applicable. You will have an opportunity to specify which of the listed allergens your child is allergic to, or foods they do not eat. Once you have entered the information click the "**Insert**" button.

NOTE for Split Families Where both parents want to access the system and place orders, the MPAC system administrators will need to add the students for the second registered parent. Please contact info@montroyalpac.com for assistance.

Step 3 - Placing Lunch Orders

Once your students have been added to the system you can immediately place lunch orders for each student. On the "**Student Administration**" screen click the "**Order**" button beside each student's name. The "Student Administration" screen will list all your registered students and the information about any pending, current or recent orders that have been placed for each student.

Each student is listed with their class information and their status in the system. Once the MPAC system administrators have verified each student the status will change from "**Unverified**" to "**Verified**". Below each student's information is a list of the current and recent schedules and the orders that were made in each schedule for the student.

By clicking on the "**Order**" button you will be able to place or edit an order for the student. You are allowed to change orders however, orders need to be placed minimum 8 days prior to the lunch delivery date. No changes will be permitted outside of the 8 days window. If a change results in a credit, you will receive a credit towards your family account.

Hot Lunch Order Form

The hot lunch order form is organized by dates and each menu item available on each date is listed with the price and a box for you to enter the quantity you wish to order. When you enter a quantity the line price is automatically calculated and the total for the date is displayed at the bottom of each lunch date.

(SCREEN SHOT FOR ILLUSTRATION ONLY. DO NOT RELY ON DATES FOR INFORMATION)

Hot Lunch Order Payments

Once you have completed the order and clicked on the "**Place Order and Proceed**" button, at the bottom of the form, you will be taken to a screen where all the orders for all of the current lunch schedules are summarized.

Your **On-Line Order Number** will be displayed on this screen. For payment, please make cheques payable to "MPAC" and note order number in the note section. Drop in the PAC box in the lobby, please no envelopes. Payments for multiple orders can be combined on one cheque. In this case, once you are finished all your orders, you can find a summary of your transactions and order numbers by clicking "**Account Transactions**". Please note all the order numbers on one cheque. For your reference, it is possible to generate a PDF of any student hot lunch order by clicking the "**Print**" button.

Account Profile

As a user of the system you have an account profile that is the information about you for the administrators of the ordering system. All the data in your profile is required and is kept private for use in the management of the school hot lunch program, on-line directory and other orders.
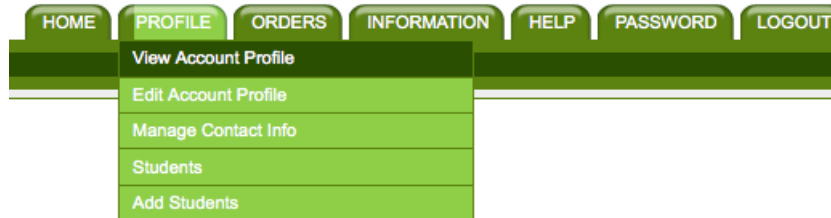
Click "**PROFILE**" tab then "**Edit Account Profile**" to edit or update profile information.