FIRST TIME USERS: HOW TO CREATE YOUR ONLINE ACCOUNT

Welcome to Online Lunch Ordering for Lake Norman Charter School!

LNC's PTO lunch program uses Orgs Online Software Services for our lunch order program. All lunch orders must be placed and paid for online. Here is what you need to know to get started.

1. Go to http://www.orgsonline.com
2. Locate the "Parent Login" box that appears on the top left of the screen and select "Create New Account"
3. Provide the account setup information requested and enter the corresponding school code:
    - **High School**: 243LNHSNCNC
    - **Middle School**: 244LNMSNCNC
    - **Elementary School EAST**: 454LNESNCNC
    - **Elementary School WEST**: 560LNCEWCNC

FYI: Each family will have one "Family Account" for all of your students where you can place orders, view orders, view payments, update account, etc. If you have students at more than one school, choose one school to create an account with and then add another school to your Family Account in step 9.

4. Select "Continue" and complete the account set up. This is where you can add login information for a second user.
5. Please select "YES, I want to receive email notifications" to receive a reminder email at the beginning and end of each ordering period.
6. Complete the security questions and select "Review Registration."
7. On the next screen select "Complete Registration"
8. After reading the terms of use, select "I accept the terms of use" and also select "Confirm Your Choice"
9. If you have students at multiple schools: select "Request Dual School" that appears on the left side of the screen then enter the school code to add an additional school:

- **High School**: 243LNHSNCNC
- **Middle School**: 244LNMSNCNC
- **Elementary School EAST**: 454LNESNCNC
- **Elementary School WEST**: 560LNCEWCNC

NOTE: After adding an additional school to your Family Account you will now see "Switch Schools" as a menu option on the left of the screen. Use this option to change between schools when adding your student(s) in step 10. To confirm that you are adding a student under the correct school, reference the school name in the blue box at the top of the screen.

10. Add your student(s): On the "Dashboard" home page select "Manage Family Members" on the left side of screen. Select "Click Here To Add A New Student" – enter student's first and last name, grade, gender, and select "Yes" for LNC student.
11. Parents of students at multiple schools: Please make sure to add your student to the school where they will receive lunch (ES, MS, or HS). To change between schools click "Switch Schools" on the left side of the screen. The school page that you are currently under is listed in the blue box at the top of the screen.

NOTE: Each school offers different items and/or vendors on different days. All orders MUST be placed and paid for at the school your child attends.