RETURNING USERS: (WITH STUDENTS MOVING FROM ES to MS or MS to HS)

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.

1. Go to http://www.orgsonline.com
2. Use your login name and password from last year (select "Forgot My Password" or "Get Help", if needed)
3. You will continue to receive a reminder email at the beginning and end of each ordering period if you previously answered "Yes, I want to receive email notifications." You can change or confirm your answer under "Update My Info."
4. Since your student is moving to another school, you will need to first add that student to the new school's ordering system. Then you will need to remove your student's profile from their former school (ES or MS) to avoid ordering at the wrong school.

Each family will have one "Family Account" for all of your students where you can place orders, view orders, view payments, update account, etc. You will use your" Family Account" to access each school using the "Switch Schools" link on the left side of the screen.

5. How to add an additional school to your Family Account: 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 6. 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.

6. How to add your student(s): On the "Dashboard" home page first confirm that you are under the correct school page then 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.
7. Parents of students at multiple schools: Please make sure to add your student to the school where they will receive lunch (ES East, ES West, MS, or HS). To change between schools click "Switch Schools" on the left side of the page. The school page that you are currently under is seen in the blue box at the top of the screen.
8. How to remove your student(s) from their old school: Using the "Switch Schools" link on the left side of the page go back to the home page of your child's old school. Click "Manage Family Members" and then select the "Delete" option for the student's profile you would like to remove.

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.