

Lunch Ordering at Aspen Academy

Lunches are ordered for a month at a time online. The dates the ordering time frame is open can be found here. <https://aspenacademymn.org/parents/lunch/>

Before ordering for the first time, you will need to set up an account here: <http://www.orgsonline.com/>

The directions for setting up a new account are:

1. Select the **CREATE NEW ACCOUNT** option that appears on the left side of the screen under the sign in box.
2. Enter our school code which is: **314AAMN**
3. Provide the account setup information requested and submit that information to activate your account.

Once the account is created you will have a family account that shows options such as: PLACE ORDERS; VIEW ORDERS; VIEW PAYMENTS, VIEW/UPDATE ACCOUNT, AND MORE!

To place your order, simply go to the same link and simply log in. This will be your “dashboard” you see once you are logged in.

The screenshot shows the 'Orgs Online' dashboard for Aspen Academy. The user is logged in as H. Johnson. The dashboard includes a sidebar with navigation options: Log Out, Dashboard, Update My Info, Manage Family Members, View All Users, Request Dual School, Get Help, User Agreement, and Lunch. The main content area displays 'DASHBOARD' and a message: 'You Are Currently Logged In To Aspen Academy'. Below this message are two bullet points: 'Select your service from the menu on the left side of the screen' and 'Your active services are listed in the space below'. A 'LUNCH' card is visible, showing a balance of \$0.00 and a button to 'Click Here To Access The Lunch System'. A 'COMODO SECURE' logo is in the bottom left, and a 'Privacy Policy' link and copyright notice are in the bottom right.

To get to the lunch order system:

Orgs Online Your Name Displays Here **Aspen Academy**

Log Out
Dashboard
Update My Info
Manage Family Members
View All Users
Request Dual School
Get Help
User Agreement
Lunch

DASHBOARD

You Are Currently Logged In To Aspen Academy

- Select your service from the menu on the left side of the screen
- Your active services are listed in the space below

LUNCH

Balance: \$0.00

Click Here To Access The Lunch System →

COMODO SECURE

Privacy Policy
Copyright ©2002-2017 Orgs Online, LLC. All Rights Reserved.

DASHBOARD

\$0.00 Current Credits
Pay Now

Log Out
Family Manager
Dashboard
Place Lunch Order
View Amount Due
View Payments
View Orders
Orders On Hold
Emergency Lunches
Print Orders by Family
Print Orders by Student
Get Help

My Lunch Accounts
My Current Balance:\$0.00

Order Form	Ordering Start	Ordering End	
School Lunch Order Form 12/4/2017-12/21/2017	11/13/2017	11/24/2017	Click Here Place Order

Message Board

Lunch Ordering Schedule for 2017 - 2018

System Open	Lunches Served
August 14th - 25th	September
September 11th - 22nd	October
October 9th - 20th	November
November 13th - 24th	December
December 11th - 22nd	January
January 8th - 19th	February
February 5th - 16th	March
March 12th - 23rd	April
April 9th - 20th	May/June

Click on Place Order then select the child you are ordering for.

Orgs Online < Your Name ▾ Aspen Academy

Current Balance
\$0.00 Current Credit
Pay Now

Log Out
Family Manager
Dashboard
Place Lunch Order
View Amount Due
View Payments
View Orders
Orders On Hold
Emergency Lunches
Print Orders by Family
Print Orders by Student
Get Help

SELECT YOUR STUDENT

Selected Form: School Lunch Order Form 12/4/2017-12/21/2017

Student: Select Child Name ▾ [Click Here](#)

Start Order

Privacy Policy
Copyright ©2002-2017 Orgs Online, LLC. All Rights Reserved.

Go through the menu and make your selections. Remember if you don't want something off of the three menu options you can choose a Caesar salad, chef salad or taco salad. Also on pizza days you can add an additional slice of pizza. Milk can be ordered individually any day that a lunch is not also ordered.

Payment should be made after the order for all students is complete or the order will not be processed.

SALAD: Chicken Caesar	\$4.50	<input type="checkbox"/>
SALAD: Taco Salad	\$4.50	<input type="checkbox"/>
Traditional Meal	\$3.50	<input type="checkbox"/>
Vegetarian Meal	\$4.00	<input type="checkbox"/>
Drink		
Milk Only	\$0.40	<input type="checkbox"/>
Xtra milk	\$0.40	<input type="checkbox"/>
12/21/2017 Thursday - Popcorn Orange Chicken, Vegetable Brown Fried Rice, Kohlrabi, Grape Tomatoes, Grapes		
Milk is included with the meal.		
Main Entree		
Gluten Free Meal	\$4.00	<input type="checkbox"/>
SALAD: Chef	\$4.50	<input type="checkbox"/>
SALAD: Garden	\$4.00	<input type="checkbox"/>
SALAD: Chicken Caesar	\$4.50	<input type="checkbox"/>
SALAD: Taco Salad	\$4.50	<input type="checkbox"/>
Traditional Meal	\$3.50	<input type="checkbox"/>
Vegetarian Meal	\$4.00	<input type="checkbox"/>
Drink		
Milk Only	\$0.40	<input type="checkbox"/>
Xtra milk	\$0.40	<input type="checkbox"/>

Cancel **Place Order**

Privacy Policy
Copyright ©2002-2017 Orgs Online, LLC. All Rights Reserved.

To pay:

The screenshot shows the 'Orgs Online' interface for Aspen Academy. The current balance is \$34.50. A 'Pay Now' button is circled in red, with a red arrow pointing to it from the text 'Click Here'. The main content area displays 'YOUR ORDER HAS BEEN SUBMITTED' and provides instructions on how to submit payment. Below this, there is a table of order items.

Date	Item	Price	Quantity	Choices	Total
12/6/2017	Traditional Meal	\$3.50	1		\$3.50
12/7/2017	Traditional Meal	\$3.50	1		\$3.50
12/8/2017	Cheese -P	\$3.50	1		\$3.50
12/8/2017	Ex-Cheese P	\$1.00	1		\$1.00
12/11/2017	Traditional Meal	\$3.50	1		\$3.50
12/12/2017	Traditional Meal	\$3.50	1		\$3.50
12/14/2017	SALAD: Chicken Caesar	\$4.50	1		\$4.50
12/15/2017	Cheese -P	\$3.50	1		\$3.50
12/15/2017	Ex-Cheese P	\$1.00	1		\$1.00
12/18/2017	Traditional Meal	\$3.50	1		\$3.50
12/19/2017	Traditional Meal	\$3.50	1		\$3.50

Payment options were set up during the account set up phase. This screen will allow you to select which option you want to use.

The screenshot shows the 'Orgs Online' interface for Aspen Academy (Lunch). The current balance is \$34.50. The main content area displays 'ONLINE PAYMENT SYSTEM' and prompts the user to 'SELECT YOUR PAYMENT METHOD'. The 'Pay With Electronic Check' option is circled in red, with a red arrow pointing to it from the text 'Click Here'. Below this, there is a note about the payment method.

Click Here
SELECT YOUR PAYMENT METHOD

You can pay your bill online using your checking account.

Pay With Electronic Check
This payment method is just like writing a check! All you need is your bank routing number and account number

All Rights Reserved, Copyright ©2017

Follow the payment prompts until you are done.