



Log-on Instructions

First Time Access – Creating an Account

- #1 Access the Hot Lunch Online website at: <http://stmargaret.h1.hotlunchonline.net/>. This link will also be available on the St. Margaret School website. Parent tab under resources, choose “Hot Lunch” then click on the instructions link for “Tuesday Hot Lunch.”
- #2 From the Hot Lunch Online, Sign-in Page click on the “Create an Account” link.
- #3 Create a Login name that you will remember and enter it into the “Login” field.
*****NOTE:** *User name must be 6-10 characters and remember that this IS case sensitive.*
You may use letters and/or numbers.
(Hint: Write this down!)
Example: jjsmith
- #4 Come up with a Password that you will remember, and enter it into “Password” field.
*****NOTE:** *Password must be 6-10 characters long and capitalization counts.*
***Your password must include at least one number*
(Hint: Write this down as well!)
Example: lassy7
- #5 Type the SAME password into the “Verify Password” field.
- #6 Enter your email address
- #7 Select a security question
- #8 Answer the security question
- #9 Type in the 2 word code. Hint: If you have trouble reading the code you can get a new code by clicking on the refresh button in the code box.

Choosing Your Meals

1. Select the “Student” tab
2. Select the “Create a New Student” tab. Select the school and grade.

Enter First and Last Name of Student. Hit SAVE.

If you have more than one student in the school, repeat this process for each student.

3. Select “Order” button. The current calendar will appear. The student you are ordering for will appear in blue at the top right side of the calendar. If you wish to switch to another student, click on the arrow next to the student name to change the student you are ordering for.
4. Scroll to the month in which you wish to order.
5. Click on the menu item that you wish to order, this will pop up a screen that will allow you to change the quantity and then add it to your cart. Repeat this process for all the days that you wish to order hot lunch for this student. If you have more than one student, change to the next student and order for them. All items will be retained in the cart.
6. When you have finished ordering, click on the “Shopping Cart” tab at the top of the screen. This will take you to an order summary. The total for your order will be displayed on the bottom left hand of the screen. Review your order and order total for correctness.
7. Click on the “Pay Now” tab.
8. Enter your credit card information and click on the “Submit Payment” button.
9. Your order is now complete and you will receive a order summary and receipt via email.
10. You have up until the ordering deadline to change and modify your order. After the deadline, orders will not be able to be modified.

***** **If you get all the way to the point of paying for your order and then exit before paying for your order, it will NOT be saved.**