

SEVEN HILLS LUNCH ACCOUNT SET-UP

1. Go to www.orgsonline.com
2. Enter the information requested and the school code for the campus your child attends. *If you have children that attend both campuses you will need to individually set up an account for them using the appropriate school code.
 - School Code: **378SHPAMN**
3. The next screen will ask for emails and verification information
4. Once that's answered, click th **"Review Registration"** box
5. Check the information you've entered, then click **the "Complete Registration"** box.
6. Choose your security questions and answers from the drop down. Make sure it's something you can remember.
7. On the left side of the screen, pick **"Manage Family Members"**. You will add your student(s) attending Seven Hills. Remember to only list the children attending the campus for the code you entered in step 2. Make sure to enter the grade for your student - there is no need to enter the school name. Once complete click the **"Update Information"** box.
8. If you're entering another student for the current campus code; click the **"Click Here to Add a New Student"** box.
9. Once complete you may log out of your account, then log back in to order lunches by choosing the campus you wish to order from the drop down menu. Then click the **"Online Lunch Ordering"** icon. Please only select one option for each day your child is attending school. There is no need to select the milk option if you're selecting a meal.

For More Information Please Contact:

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