

# School Lunch Program Credit Card Ordering Instructions



## I. How to create a New Account – for Families new to the Revolution Foods Program Only.

1. Please go to [order.revfoods.com](http://order.revfoods.com) or go to the school website [www.mvschools.org/ms](http://www.mvschools.org/ms) and click on the Panther Café link on the left side of the home page.
2. Click on Parents: register online
3. Enter contact information, choose a user name and password, and hit register
4. Add your student(s)
5. Enter Child's name and **School's Access Code**. If you qualify for the Federal Free/Reduced lunch program please contact the school for that access code.
6. Choose your child's grade and select the window by using the Choose Class drop down menu- Select the grouping that includes the first letter of your student's last name.
7. Add another child or click continue

*\*Note if you are registering children attending different schools you'll need a different access code*

## II. New Sixth Grader—With Last Year's Elementary School Account

1. Log into your account.
2. Click on the "My Students" tab.
3. Click on the blue "**edit**" link next to the child you wish to update.
  - a. **Changing the child's school:** Click on the blue "**Change School**" link and then enter the new school's Access Code. Once you change your child's school, the system will automatically bring you to the next screen to assign your child to a grade to that school.
  - b. Select the pick up window by using the "choose a class" drop down menu, select the grouping that will contain the first letter of your child's last name. **SAVE**

## III. Returning Middle School Student with Existing Account

1. Updating your student's grade level: Log into your account, connect to the "MY Students" link and EDIT the grade level, then change the pick up window by selecting the Choose a Class and clicking on the section that contains the first letter of your student's last name. **SAVE**.

## IV. Fund Your Account

Your Account Balance is a declining balance (*like FasTrak*) – you must first fund your account by charging your credit or debit card with the amount your desired amount of credit.

1. Click on the "Balance" tab at the top of the page
2. Once on the "Balance" page, click on the blue link "**Payments**" in order to make a payment
3. Select the amount of money you would like to charge on your credit card

## V. Order Meals

1. Click on the "Home" tab at the top of the page
2. Click on your student listed on the left side column
3. Click on a date from the menu calendar to place your order(s)
  - ★ For dates without an order, a summary of that day's menu is displayed
  - ★ For dates where an order has been placed, there is a check mark next to the date and it will display a summary of the order
  - ★ Grayed-out dates are not editable, as the order deadline has passed

*Please note we ask that all weekly orders to be submitted before the deadline at 5pm on the Wednesday evening prior. You may edit your order up and until the order deadline, but after the deadline, your order is locked. Orders may be placed weekly or monthly.*