



"Offering You More Than Just Fine Food"

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Registering for the new school year.

Returning Users: Log in with last years account name and password. If you forgot your password, use the "I forgot my password link" on the login screen to re-set it. Add Students using instructions below.

New Users: Set Up your account following these instructions:

1. Go to the Denver School Lunch website (www.denverschoollunch.com),
2. On the Denver School Lunch homepage click "Create an Account" on the top right corner of the page.
3. Click on "Create An Account Now".
4. Create a Login. Your Login must be between 6 and 15 characters, and must contain only letters or numbers (no punctuation or spaces allowed). It is case sensitive. *Make it one you will remember!*
5. Create a Password. Your Password must be between 6 and 15 characters, and must contain at least one number. It is case sensitive. *Make it one you will remember too!*
6. Enter the Password again in the Verify Password field.
7. Enter your email address in the Email field.
8. Select a Security Question from the drop-down box.
9. Enter the answer in the Answer field.
10. Enter the security code shown in the Verify Code field.
11. Click on the Create My Account button.

This will take you to the Home Page of your HotLunchOnline account. Add this page to your favorites for ongoing easy access to your account.

Adding Students:

1. Select the Student Tab.
2. Select Create New Student
3. Enter the Students Last Name, First Name, School and Grade
4. Select Add New Student. Repeat this process for additional students.

Ordering Your Meals

1. Select the "Order Meals" tab.
2. Select your student from the drop down menu
3. Select your meals by clicking the meal selection you want. A complete description is displayed on the left side of calendar.
4. NEW: under "Bulk Cart Actions" you may add all similar actions. For example if you select milk you can add it everyday with one click. You can order for multiple students and multiple months at one time. HINT: If you hold CTRL button when you click on menu choices they will be added automatically to your cart.
5. After making your selections, click the "checkout" button in the lower right hand corner of the page.
6. Review your order to make sure it reflects what you want. If you want to change your order, click the "Change order" button. If your order is correct click "Pay Now" in the bottom left hand corner of the page.
7. Either pay with a credit card or log in to your PayPal account. After you enter all of your information click "Review Order and Continue". Even if you do not have a PayPal account your order will still be processed using the PayPal secure payment site.
8. Please review your order. If everything appears correct click "Pay \$x.xx Now" to complete your purchase.
9. After you have completed your order, please return to your account to verify your order has been placed correctly.

Go to the History tab to view your order. You can select list view, calendar view, or export your order to your Outlook or Google Calendar.

You may move an order forward to replace an order in the order tab, if your student will miss that day. You must make changes 48 hours in advance.