

## Instructions on Adding and Modifying student details in School Lunch Online.

Some student lunch orders have been placed in the wrong year group causing frustration and delay at the canteen at lunchtime. To alleviate this, please update your school lunch online account.

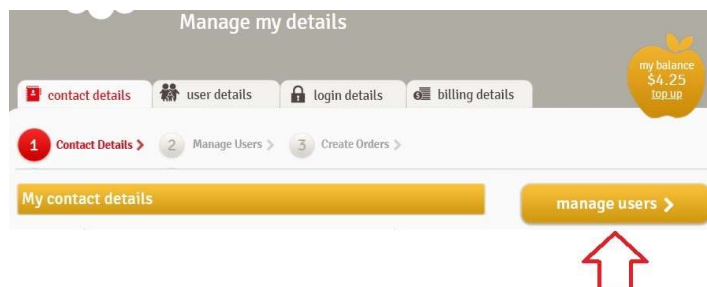
1. Use <https://schoollunchonline.com.au> to log in to the School Lunch Online. Then click on the log in button at the top right corner.



2. Enter your email address and password. Click on "oops! I forgot my password" if you have forgotten your password. Click on the "register now" button to create a new account if you have not previously registered.
3. Once you logged in select "my account" as seen below.



4. Click on the “manage users” button.



5. Click on “edit” to modify details of the user.

User details			
Name	School Name	Class	Manage
Student 01	St John The Evangelist	Year 11	<a href="#">edit</a> x
Staff 01	St John The Evangelist	Staff	<a href="#">edit</a> x

6. A pop-up window will appear. Modify “class” to assign your son or daughter’s current year group. Once you changed/updated the fields click the “Update Details” button.

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Who are we ordering for?

first name\*

last name\*

class\*

Year 11

▼

date of birth  
(optional)

change school

update details

Edit