Instructions for BHS Parents and Students

To order School Lunches on our New Ordering System

* You can view our lunch menus by using the link [www.bedfordpsmanutrition.org](http://www.bedfordpsmanutrition.org) then click on the Menu tab and select the High School Menu.
* To create an account for online lunch ordering use this link: <https://family.onlineordering.linq.com/>, next to ‘Don’t have an account?’ click on “Sign Up Now”. Use this same address when placing further meal orders.
* Enter your email address, name, and password. The system will ask information about your student including the student ID #. This is your student’s local ID number (LASID on Aspen).

 Your Sign In Name is your email address, and then enter your password. It is highly advised to use a desktop/laptop when using this system, instead of using your phone.

After successfully logging in, your student’s information will appear. Click on the button “Order Meals”.

* Click on the Lunch tab. This screen will display a calendar with the menu options for each day. Please note that the deadline to order lunches is the day before at **7AM**. If the day is greyed out, then the deadline to order for that day has passed.
* Click on the arrow for the menu option you would like to choose for a specific day.
* Click “Add to Order”.
* When you have selected the lunches you would like, you can review your order and check out by clicking on the Cart located on the upper right of the web page.
* Click “Check out”.
* A drop-down list of Pick up Locations will be displayed. It is VERY important to choose the correct pick up location to ensure a lunch is prepared and located in the right area for your student to retrieve.

There is one Main Pick Up category:

**School Site Pickup Locations**: All lunch meals will be picked up inside of the cafeteria in the serving line section. Please choose Cafeteria, First Lunch or Cafeteria, Second Lunch as the pickup location depending on which lunch period your student(s) are assigned.

* Click “Place Order”.
* At this point, the order has been successfully submitted, and an email confirmation will be sent with full details of the order. If changes need to be made to your order, you can go back into the weekly menu page and click on the day and menu item you want to change. A pop will ask if you want to delete this item. You can delete this item and add a new item.

Our staff will have ordered lunches set up inside at the serving line each lunch for pick up. You can pick up your lunch and go. Thank you for your order!

If you have questions about the menu please contact our office at 781-275-9129 or ask the staff in the cafeteria.

***Please remember the order deadline is now 7AM the day before.***

Logon issues with the online ordering website should be directed to LINQ. Call support at 800-541-8999 option 2 or email <https://www.linq.com/support/>.

As a reminder, there is no charge for any school meals this year as per the USDA.