ASPIRE TRADE HIGH SCHOOL

Foodease

Foodease Parent Guide

Simple steps for creating an account, logging in, and ordering lunch

Quick Start

1. Go to the **Aspire Trade High School website**.
2. Click **Parent Resources** and then **Lunch Ordering**.
3. On Foodease, create an account or log in to place lunch orders.
4. When linking your student, use the student's **first and last name** as the Student ID.

What's in this guide

- Create a Foodease account
- Add your student and payment
- Log in and place lunch orders
- Review current and past orders

Need help?

Email: **info@aspiretradehs.org**
Phone: **980.399.7554**

Create a Foodease Account

Steps 1-5

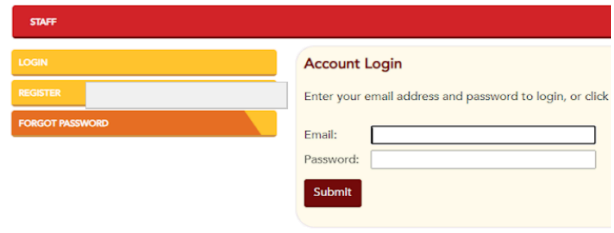
1. Go to the Aspire Trade High School website.
2. Select **Parent Resources** -> **Lunch Ordering**.
3. Click **Register**.
4. Enter the parent/guardian information.
5. Click **Submit**.

Steps 6-10

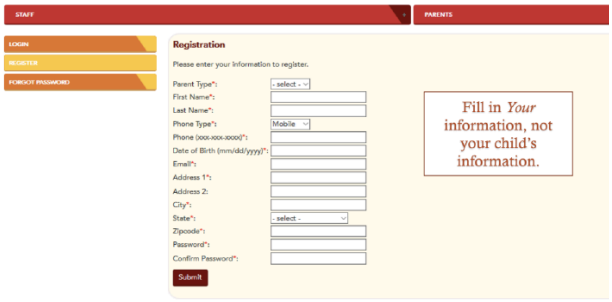
6. Add your student using their **first and last name** as the Student ID.
7. Add a payment method.
8. Add funds to the lunch account.
9. Set up Auto-Pay if desired.
10. Review details under **My Account**.

Dear Parents and Families,

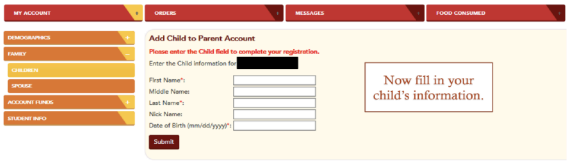
3. Click on Order School Lunch.

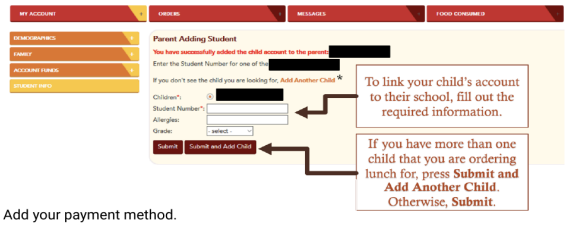


4. Click on Register.
5. Enter ***YOUR*** (parent/guardian) information on the Foodease User F click Submit.

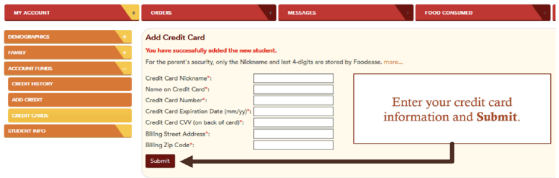


6. Add your students. Student ID is your ***child's first and last name***. EX. *Stephanie Smith*

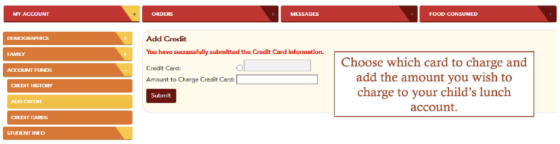




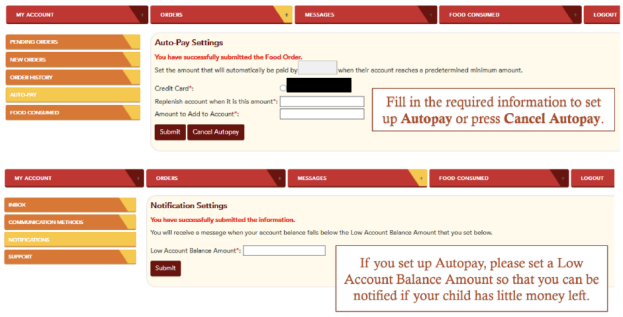
7. Add your payment method.



8. Add an amount to your child's lunch account.



9. Set up Auto-Pay or to Cancel Auto-Pay.



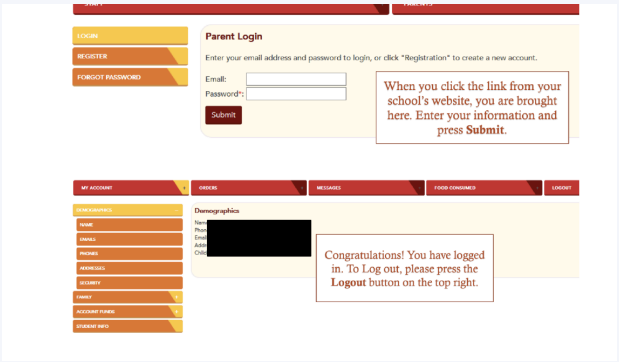
10. Congratulations! You have set up your account. If you need to review the information you submitted, scroll over to **My Account** and click the corresponding links to check your account information.

Auto-Pay is optional. Families who use Auto-Pay should also set a low balance alert.

Log In and Start a Lunch Order

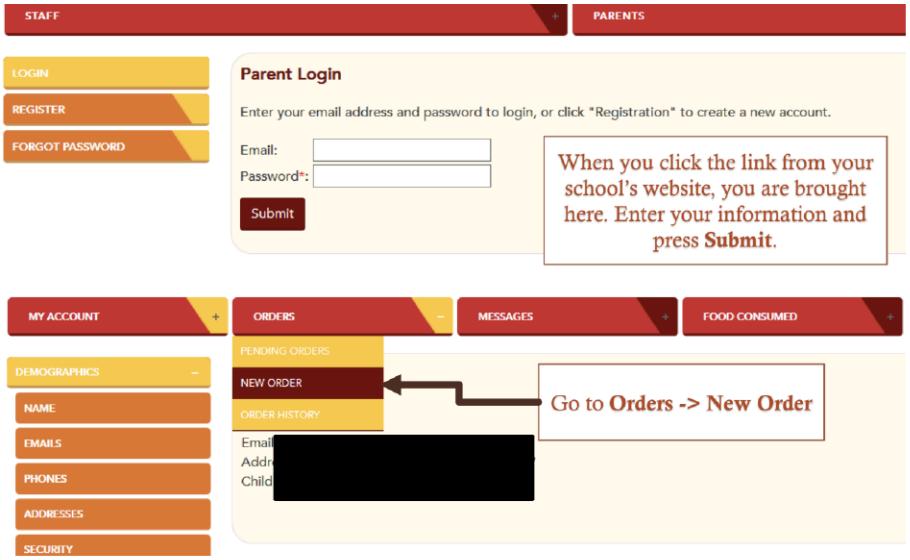
Log In to an Existing Account

1. Go to the Aspire Trade High School website.
2. Click **Parent Resources** -> **Lunch Ordering**.
3. Enter your email address and password.
4. Click **Submit**.



Start a New Lunch Order

1. After logging in, go to **Orders -> New Order**.
2. Select a dining location, if applicable.
3. Choose the date you want to order.
4. Click **Order** next to the meal date.



3. Select a Dining Location (if applicable).



Finish the Lunch Order

1. Select **one** meal for your child and click **Submit Order**.
2. To review current orders, go to **Orders -> Pending Orders**.
3. To see previous meals, go to **Orders -> Order History**.
4. Your child may only have one to two choices depending on the vendor used for that day. Select only one meal for your child. Click the submit button.



5. When you click submit, you will go back to the Order menu and you can continue to order other meals for your child.
6. To view your orders, go to Orders > Pending Orders.
7. To see a history of meals for your child, go to Orders > Order History.

Quick FAQ

What Student ID should I use? Your child's first and last name.
Where do I view current orders? Orders -> Pending Orders.
Where do I view past meals? Orders -> Order History.
Who do I contact for help? info@aspiretradehs.org or 980.399.7554.