

Log-on for first-time users:

1. Go to school website, www.staopcs.org
2. Click on “[parent access](#)” tab on tool bar.
3. Select “[Geomar lunch program](#)”.
4. Click on “[create an account now](#)”
5. Create your account by providing required info.
6. Click on “[student](#)” tab.
7. “[Create new student](#)”
8. Enter last name and first name, then select school and correct grade from drop-down menu. The **section** that you choose (e.g. 3A, 3B) does not matter as long as the grade is correct.
9. Click on “[save new student](#)”

Log-on for registered users: *Because **your student has changed grade**, you must follow the following log-on procedure:

1. Use your existing log-on and password, BUT THEN,
2. Click on “[student](#)” tab, then “[create new student](#)” using the **current grade**. The **section** that you choose (e.g. 3A, 3B) does not matter as long as the grade is correct.
3. “[Delete](#)” old information from last year.

To order meals (for all users):

1. Click on “[order meals](#)” tab.
2. Select student.
3. Using monthly calendar, choose meals by clicking on “[add meal](#)” button for each day.
4. Review order using “[history](#)” tab.
5. Any changes may be made by clicking on “[change order](#)”.
6. When order is correct, proceed to “[Pay now](#)” on bottom right hand corner of screen.
7. Now you can either pay with a credit card or log in to your Pay Pal account. Even if you do not have a Pay Pal account, your order will still be processed using the Pay Pal secure payment site.

- **Please remember that all ordering is done directly through the lunch vendor, GEOMAR, and not through the school office.**
- **You may view menu and order on-line beginning July 30.**
- **Lunch orders must be placed two days prior to the date of lunch service.**
- **Be sure to read the on-line newsletter for future ordering information.**

GEOMAR is a family owned business that offers our guests a consistent friendly experience. Our menu and excellent delivery service has been providing meals for families, schools, and private events that are delicious and timely. We pride ourselves on serving freshly prepared products, the way you want. For the 2010-2011 school year we have added new and exciting selections. We realize the only way we can maintain our clients is to serve a quality product with quality service.

If you need assistance with the online ordering system, please do not hesitate to contact us. If you are billed for a meal, checks should be made payable to **GEOMAR**.

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