

# LINQ Online Ordering

To Create Parent/Guardian Account, please go to: <https://onlineordering.linq.com/>

## Step 1: Sign Up for an Account

- Click “**SIGN UP NOW**”


## Step 2: Enter Your Information (NOT the student’s information)

- Verify your **Email Address**
  - Input your Email Address in the “Email” field
  - Click **SEND VERIFICATION CODE**
    - Go to your email inbox and look for an email from “**Microsoft on behalf of onlineordering.linq.com.**” Allow a few minutes for the email to appear in your inbox.
      - If you do not see an email, check your spam folder.
      - If you do not receive an email, click the “send new code” button on the sign up screen and try again.
    - Input the code provided via email in the “**Verification Code**” field
    - Select “**Verify Code**”
    - Failure to verify email with the code will prevent you from ordering online
- NOTE: **Your Email Address is your “Sign-In Name” when you Login to LINQ**
- Create a **PASSWORD** that you can remember!
  - Password must be 8-16 characters and contain 3 out of 4 of the following:
    - UPPERCASE characters, lowercase characters, digits (0-9), and one or more of the following symbols @#%^^&\* \_-+=[|{}|\:’,?/~”() ;.
- Once you’ve entered the information and verified your email, please click “**CREATE**”



## Step 3: Add Your Child

- After you click **CREATE**, you will have the opportunity to add all children in the household under one parent/guardian portal account.
- Please click “**ADD A CHILD**”
- Add child’s information, as follows:
  - Select “**Hickman Mills C-1 School District**” from the drop down menu options
  - Enter your child’s **Student ID** which may be found on the sticker attached to their district issued electronic device OR on the online Parent Portal.
  - Enter the **Last Name** listed for your child in the HMC-1 District enrollment system
  - Click **ADD**
  - Repeat Step 3 for each additional child


## Step 4: Ordering Meals

- Click “**Order Meals**”
- Read and agree to the “**Ingredients and Special Diets Disclaimer**”.
  - Scroll through to read and **Check the box** indicating “**I understand and agree. Please do not show this message again.**”
- Click 


### NEXT...

- Select the correct week and the meal(s) you’d like to order
- Select **LUNCH** to View Curbside Pickup Meals 
- Click the days’ meals you wish to order
- Use the **right/left arrows** to select the correct week 
- Click **ADD TO ORDER** to add meals to your SHOPPING CART!

### THEN...

- Click on the **SHOPPING CART** to view meals ordered and to CHECK OUT.  

- You may have to **SCROLL UP** on your **PHONE** to find the **SHOPPING CART**!
- If you are satisfied with your meal selections, click “**CHECKOUT**” in bottom right corner

## Step 5: Place your Order

- Choose your **Pickup Location**
- CLICK on 
- You will receive a confirmation message on your device screen, as well as a confirmation email with your meal order details, including pickup location.

**Thank you for ordering school meals using our new online ordering system!**



For assistance or to provide feedback, please call 816-316-8212 or email michaelgl@hickmanmills.org.