

GRANGE ACADEMY

School Meals Pre Order Portal



Today, S1 pupils received a letter with instructions on how to log into the School Meals Pre Order Portal. Pupils are able to access this portal via their own personal device (tablet, iPad, phone etc)

STEP ONE – PARENTPAY ACTIVATION

Pupils need to have a ParentPay account linked to Grange Academy. ParentPay activation letters were posted out to all S1 parents on Friday 7th August 2020. Please activate this as soon as possible as there must be funds available on your ParentPay account to use the Meals Pre Order Portal.

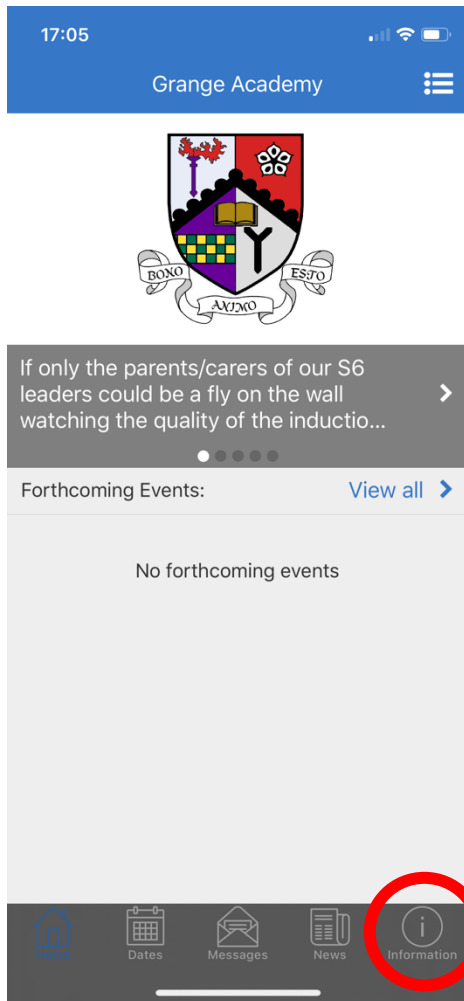
If you have not received your ParentPay activation letter please contact the School Office on 01563 549988

STEP TWO – DOWNLOAD THE SCHOOL APP

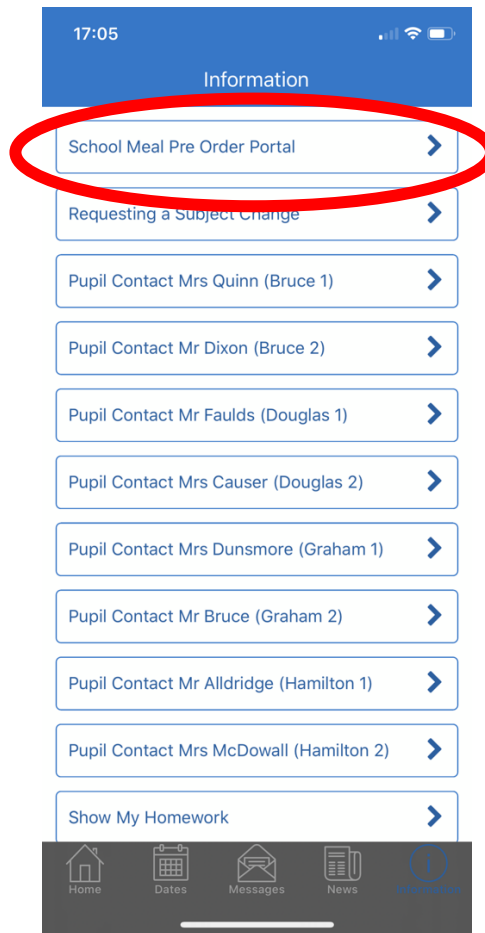
We have added an easy access link to the School Meals Portal from our School App. We previously issued instructions on how to download our School App and it can be found on our website.

STEP THREE – ACCESSING THE PORTAL

Open the School App and click on the Information tab (bottom right of screen)



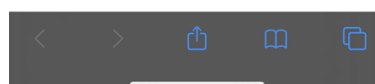
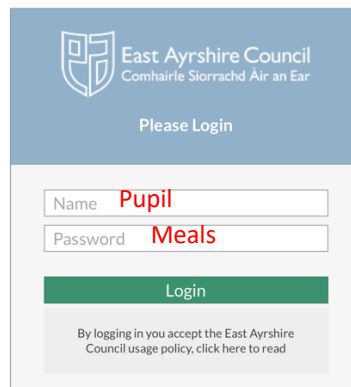
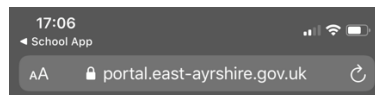
Select the School Meals Pre Order Portal (top option)



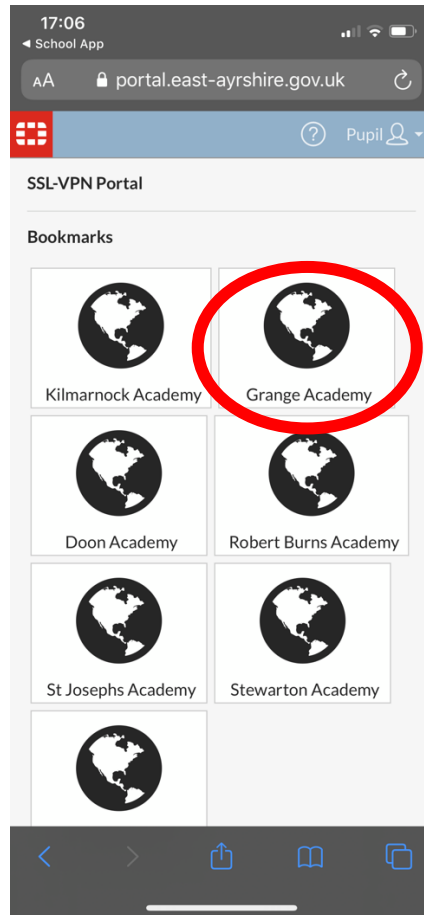
When you reach the first log in screen you should enter the following generic username and password – both must be entered with a capital 'P' and a capital 'M':

Name: Pupil

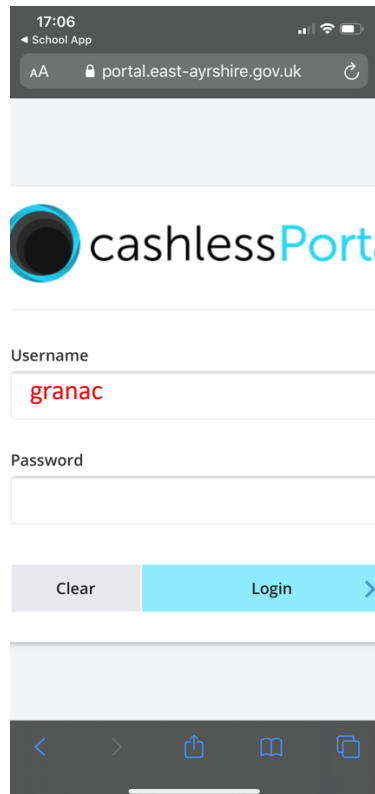
Password: Meals



Select the Grange Academy image from the list of schools.



You should then reach the Cashless Portal screen. It is at this point that the username/password becomes the pupil's computer log in (granac account) and password. Pupils were issued with their GranAc username and password in school on Wednesday.



When requested to enter a Unique Identifier Code – this is contained on the letter which was issued to pupils. When ordering their meal pupils must select a drink or it will not allow them to proceed.