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)

17:05	🗢 🗖
Information	
School Meal Pre Order Portal	>
Requesting a Subject Change	>
Pupil Contact Mrs Quinn (Bruce 1)	>
Pupil Contact Mr Dixon (Bruce 2)	>
Pupil Contact Mr Faulds (Douglas 1)	>
Pupil Contact Mrs Causer (Douglas 2)	>
Pupil Contact Mrs Dunsmore (Graham 1)	>
Pupil Contact Mr Bruce (Graham 2)	>
Pupil Contact Mr Alldridge (Hamilton 1)	>
Pupil Contact Mrs McDowall (Hamilton 2)	>
Show My Homework	>
	i

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

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School App	
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East Ayrshire Cou Comhairle Siorrachd Àir ar	ncil 1 Ear
Please Login	
Name Pupil	
Password Meals	
Login	
By logging in you accept the East Ayrshi Council usage policy, click here to read	re



Select the Grange Academy image from the list of schools.

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SSL-VPN Portal	
Bookmarks	
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Doon Academy	Robert Burns Academy
St Josephs Academy	Stewarton Academy
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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.

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Clear		Login	>
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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.