

# Online Ordering Instructions

This service is for **100% online registered D60 students ONLY**

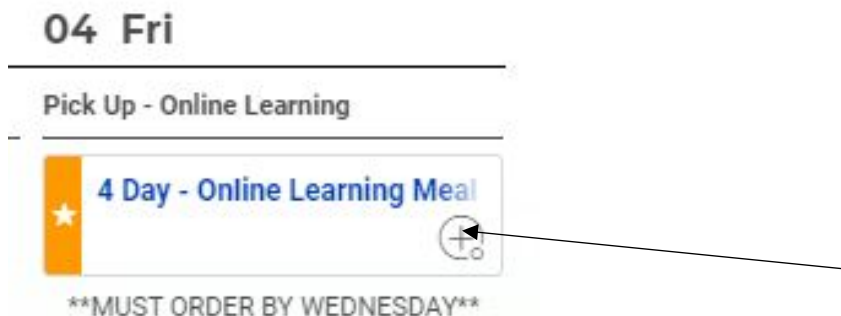
**YOU WILL NEED YOUR STUDENTS SCHOOL ID # TO COMPLETE THIS PROCESS**

If your student is not enrolled online, they are not eligible for this meal service, they are receiving meals at school.

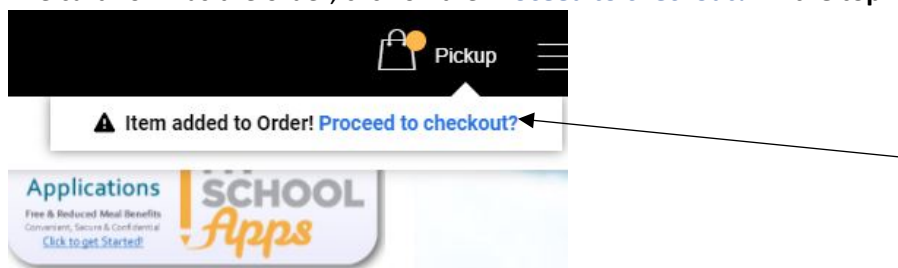
Each meal kit provides 4 breakfast and 4 lunches (milk is optional, selected at the time of order)

Orders must be placed by 11:00am on Wednesday for Friday pickup of the same week. You may order for future weeks as well. This helps ensure nutrition services has time to prepare enough meals and validate students prior to pick up.

1. Visit <https://pueblo.nutrislice.com/> online OR download the Nutrislice app on your phone.
2. Select the "Pickup" tab
3. Choose the school you want to pick up from (Centennial, Central, East, South HS, Risley)
4. Select the Pick Up – Online Learning Menu NOTE: It will say that Ordering is not available for today, that is because you cannot order to pick up the same day.
5. Select the Friday 4 Day – Online Learning Meal using the +sign in the Circle



6. Choose the number of milks you would like, from 0 – 8
7. Select the school the student is ENROLLED IN, this is not necessarily the same as the pick up location. **NOTE: An order must be placed for EACH child you are picking up for.**
8. Once the selections are made, click the blue Add to Order bar at the bottom.
9. The cart now has the order, click on the **Proceed to checkout? In the top right of the screen.**



10. **Select Checkout** and Log In: If this is your first order you must Create an Account

The screenshot shows a 'Log In' window with a close button (X) in the top right. Below the title, it says 'Please log in to start your order.' There are two input fields: 'Email' and 'Password'. Below the 'Email' field is a checkbox labeled 'Remember on this device'. Below the 'Password' field is a blue 'Log In' button. Underneath the button are two links: 'Create an Account' and 'Forgot Password'. An arrow points from the top right of the page towards the 'Log In' button.

- 11. Select Parent account type.
- 12. Complete the form for your **ONLINE student(s) ONLY!** \* If your student is not 100% online, you cannot use this meal pickup option for food. Those kids are being fed at school each day. If your student ends up going online at a later date, you can add them to the account later.  
**Please DO NOT skip the registration step or your order will not be accounted for or included for pickup.**
- 13. Select your student from the drop down if you have more than one registered (you can also add a new student here if you forgot in the registration step)
- 14. Select the pickup time from the Pickup Options\*
- 15. Do not change the number of meals in the cart. **YOU MUST ORDER FOR EACH CHILD INDIVIDUALLY FOR TRACKING PURPOSES.**
- 16. **Complete the information for the rest of the cart:**

Student ID# / Student Name / Contact Phone#

\*

The screenshot shows a text input field with a light blue border. Inside the field, the text '456789, Suzy Snowflake, | 719-595-4280' is entered. There is a small cursor at the end of the text.

Type this information into the box.

Student name and ID are required or order will not be filled.  
Call 719-595-4280 with questions or to CANCEL.

**Note:**

> You must complete AN ORDER FOR EACH CHILD to pick up multiple meal kits, only ONE KIT is being ordered here. > We will compare

- 17. **Submit Order** at the bottom of the screen – you will receive an email confirmation

If you have problems or have questions please contact us through

[nutrition@pueblocitieschools.us](mailto:nutrition@pueblocitieschools.us)

**719-595-4280**

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