

To access and use the Tri-Valley Lunchtime Parent Website



First time users:

1. Go to www.tri-valley.k12.pa.us/
2. Click on the LunchTime logo (as pictured above) near the bottom of the page.
3. Click on the **Create An Account** link near the bottom of the page.
4. Enter your First Name, Last Name, Email Address, and a desired Password in the spaces provided.
5. Click **Submit**.
6. You will see an Account Information received message'
7. Click on the **HERE** link to return to the login page.
8. At the login page Enter your email address and password to gain entry.
9. You will now need to 'add students' to your account.
 - a. Click on the **HERE** link to add students to the account.
 - b. Enter their last name, lunch PIN, and birth date in MM/DD/YYYY format.

NOTE: Do not put a leading zero in single digit months or days
Example - use 9/2/1998 **NOT** 09/02/1998
 - c. Click **SUBMIT** and a link to the student will appear.
 - d. Add any additional students in your family using the same process.
 - e. Click on **SELECT** to see that student's account information.
10. Click **Logout** when finished.

Return Users (that have already registered)

1. Go to www.tri-valley.k12.pa.us/
2. Click on the LunchTime logo (as pictured above) near the bottom of the page.
3. Enter your email address and password to gain entry.
4. Click on **SELECT** to see that student's account information.
5. Click **Logout** when finished.

Restricting the purchase of specific A La Carte Items

As a parent you may restrict A La Carte items on the menu through this website and the system will not allow those items to be purchased.

To restrict 'A La Carte Items' for purchase

1. Login to your account
2. Select the student for whom you want to restrict one or more items.
3. At the top menu bar click **A La Carte Items**.
4. Click the **Add to Restricted** button next to each item you wish to restrict. That item will appear under the 'item' list.
5. To 'Un-restrict' an item, click the **remove** button next to the item on the item list.

All cafeteria account questions should be directed to
Pat Sattizahn, Director of Dining Services at fooddirector@tri-valley.k12.pa.us

All questions regarding online account setup should be sent to lunchtime@tri-valley.k12.pa.us