

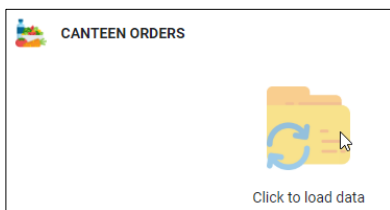
Online Canteen Ordering System

The College is changing the way the online canteen ordering system operates. Orders will now be processed using our BPOINT electronic payment system. Please read through the following instructions so you understand how the new system works.

Accessing the Canteen Orders Widget

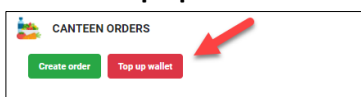
Students - Log into the Eddies Dashboard. <https://dashboard.stedmunds.act.edu.au/>. Click on the Canteen Orders widget.

Parents/guardians – Log into the Eddies Dashboard. <https://dashboard.stedmunds.act.edu.au/>. Click the picture of your son/ward to access more details. Click on the **Canteen Orders** widget.



Adding Money to Your Wallet so You can Order Food

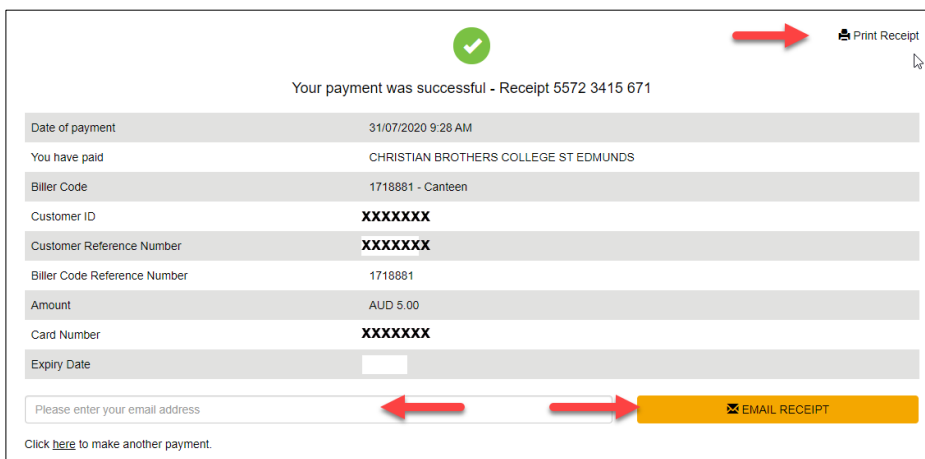
Before you can create an order, you need to add money to your wallet. Click the **Top up wallet** button.



This will take you to a secure BPOINT site where you can add money to your wallet. You can add the required amount for the day's orders, or you can add additional funds so that you have money sitting in your wallet for your next order. You will receive a notification indicating that your payment was successful and the money you added will appear next to your wallet icon.

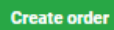


You will also be provided with the option to print or email your receipt. **Please ensure that you print the receipt or email it to yourself for your records. You will need to have a receipt if there are any issues or questions regarding payments.**

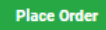


Once you have added money to your wallet you are ready to create an order. You must place your order before 9:30am on the day you require the food. You may place an order for up to two days in advance.

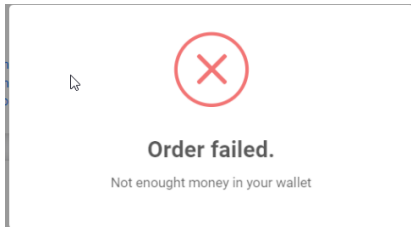
1. Click the **Create order** button.

A green rectangular button with the text "Create order" in white.

2. Select the food that you would like to order then click the **Place order** button.

A green rectangular button with the text "Place Order" in white.

3. If you have insufficient funds in your wallet, you will receive the following error message:



You will need to top up your wallet before you can order food. Orders that have not been paid for will not be processed.