



*WEB SITE ADDRESS for
Mounds View Nutrition Services Catering Orders:*

<http://mvfood-0:591/default.htm>

Your user name is **catering** and your password is **food**.

**You will need to use a Customer ID number to place your order.
If you do not have a customer number, please contact Nutrition service at x6024.

Helpful Hints:

*Please select choices by clicking with the mouse.

*Use the tab key (not enter key) when entering data into a screen.

*When on the "Delivery Information" screen:

Event date field must be entered in this format: (4 digits for the year) **MM/DD/YYYY**

Event time field must be entered in this format: **8:00** and then click on **AM or PM**

*Your order is complete when you receive an order confirmation number. Be patient, it may take a minute to process. If you do not receive an order confirmation number, use your "back" key on your browser to go back and make sure all data fields have been entered.

*If you need to make a change to an order that has already been submitted, you will need to call our office at x6024.