

1. Load your browser to the staff portal! Please select the “Monitor (Tuckshop)” link.

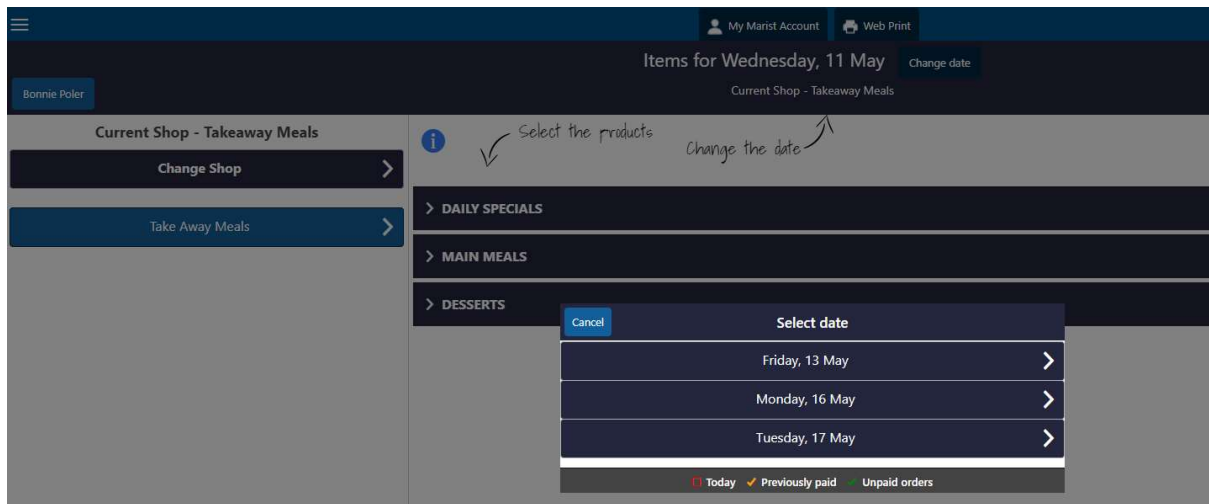
A dark blue rectangular box containing a white login form. The form has a title "Welcome to My Marist College Account" at the top. Below the title is a dropdown menu with a downward arrow and the text "Username/Password". Underneath are two input fields: "Username" and "Password". Below the "Password" field is a "Sign in" button. At the bottom of the form is a "Single sign-on" button with a right-pointing arrow.

2. Log in with your computer credentials to access the monitor online system.

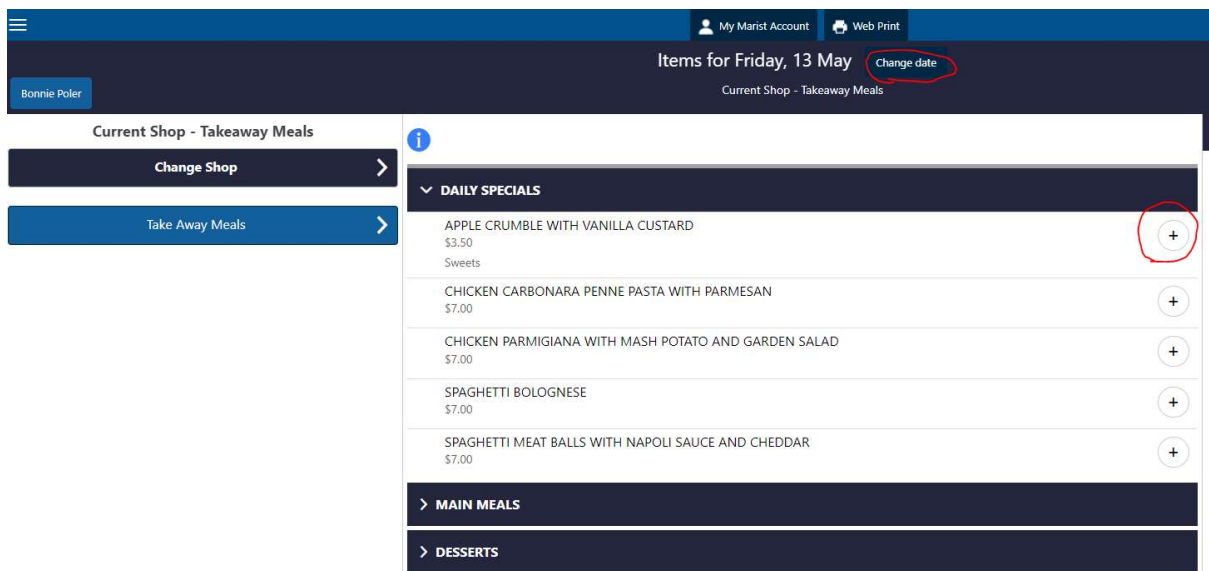
***For payment, please note:** you are able to pay with existing account funds, or with a saved or new credit card. At this point, please select “manage cards and payments” from the three-dash menu to adjust any of your payment options on file!*



3. Select the “Click here for My Marist Online Purchases” link at the top of the page, then “takeaway meals” on the next page.



4. You will be presented with currently available dates. Select a date to view the item/s available on that day.



5. For anything you wish to purchase, select the “+” to add to cart, and provide your phone number and preferred collection time. If you want multiple items, please increase the quantity once it appears in the shopping cart. Use the “change date” at any time at the top to select a different day.

6. Add any other desired items from the menu to your cart. You can order multiple days at once!



When finished, select the “Summary & Checkout” button, and follow the prompts to make payment!