

## Online Ordering / Account Registration



Follow these steps for registering your account within the online application. Once you complete this registration process you will be able to check your account balance and order food for pickup.

- 1) **Launch the Online Dining Application** by visiting <https://dining.crosskeysvillage.org/>
- 2) On the login page, click on **Register an Account**

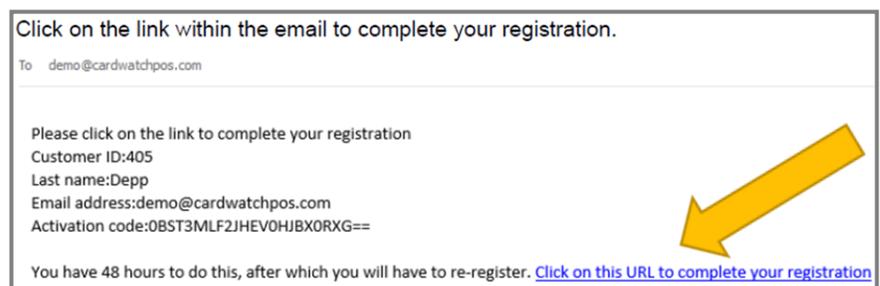
You are now on the **Account Activation Information Page**. Please complete it as follows:

- 1) **Enter ID Number:** Enter your Team Member ID
- 2) **Email:** Enter the email address that you will use for your online ordering account
- 3) **Last Name:** Enter your last name
- 4) **Password:** Enter a password that you will use for your Online Ordering Account
- 5) **Re-enter Password:** Re-enter the same password for confirmation
- 6) Click **Submit** when finished

You will receive a **registration email** at the email address you used, **like this one:**

**Click on the link in the email** to confirm your registration.

The screen will then display the **final confirmation** that you are registered. **Please click OK.**



## Congratulations, you are registered!

You may now visit the **Online Dining Application** by visiting <https://dining.crosskeysvillage.org/> and login with your email address and password to place a mobile order.

**Caution: The page is "live" but Online Ordering will start on October 17.**