

  
**NOVA SCOTIA**  
**NOUVELLE-ÉCOSSE**

# Nova Scotia School Lunch Program

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BON APPÉTIT USER GUIDE



# Overview

This guide explains BON APPÉTIT's features and functions for Parents/Guardians and Teachers. It covers how to place meal orders for students.

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# Key Buttons/Elements

The BON APPÉTIT system has an easy-to-use interface. When using the system, you will see these familiar buttons and elements that will initiate different actions:

To add new input (e.g., school, grade, vendor...), click on the 'Add...' button



To delete an input record, click on the 'Delete' button



To edit an input record, hover over the Records name that should be underlined and click it



Next to column names, click on 'Sorting' button to sort values in the column

No active sorting



Sort Ascending  
(A to Z/ Low to high)



Sort Descending  
(Z to A/ High to low)



Click on "Reset Filters" button to remove all active filters



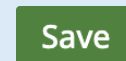
Next to column names, click on 'Filter' button to select values to display



To go back to previous without saving input, click on 'Go back'



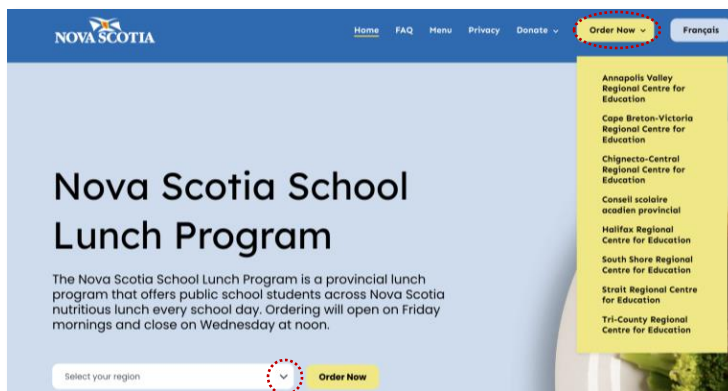
To save new input, click on 'Save' button. If you do not click 'Save', your input won't be recorded



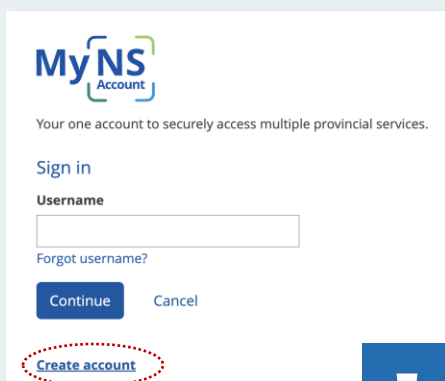
# Accessing Your Account

This is how you register and log in to your BON APPÉTIT account:

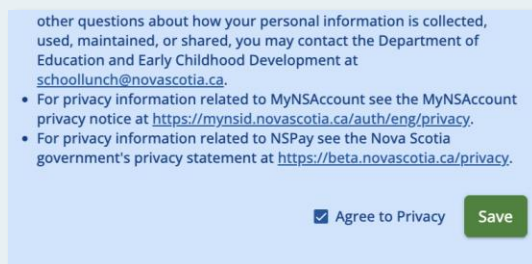
1. Go to NSLunch.ca, click **Order Now**, and select your region or conseil scolaire



2. Sign in using My NS Account or click **Create Account** to register a My NS Account



After registering and logging in the first time, you will be prompted to read a Privacy form. Click on the checkbox and the **Save** button to proceed.

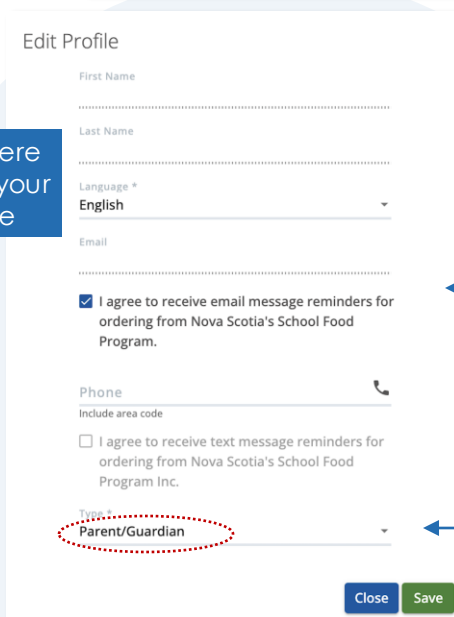
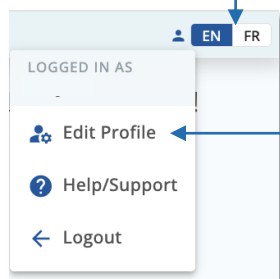


**!** You may be prompted to complete multi-factor authentication (MFA) for your NS Account. Follow the on-screen steps to set this up. For help, visit: <https://mysid.novascotia.ca/auth/eng/help#mfa>

3. After logging in, you can edit your user profile preferences at the upper right corner

Choose your language preference (English/French)

Click here to edit your profile



Enter your email and/or phone number if you wish to receive notifications. Then click on the checkboxes to confirm acceptance to receive email and/or text messages.

Select Parent/Guardian or Teacher as Account Type

# Adding and Editing Diner Profile

A Diner refers to the student that the meals are ordered for. A parent/guardian, school staff, community volunteer, or even student can have more than one diner associated with their account.

1. Click **Add** to fill out the Diner Profile form for each student

Welcome to Nova Scotia's Provincial School Lunch Program!  
Conseil scolaire acadien provincial

📅 Ordering for meals in the period of September 30 to December 19 is now OPEN!  
ORDERING CLOSES IN 2 DAYS.

Diners

Include Inactive [Add](#)

Add Diner

First Name \* Mickey Last Name \* Mouse

School \* Atlantic Memorial Terence Bay Elementary

Grade \* Pre-Primary

To sync this diner profile with PowerSchool, please enter and validate their Student Number:

Student Number [Validate](#)

Student Number can be found in the PowerSchool Student/Parent Portal. If unknown, please leave this field blank.

[Cancel](#) [Save](#)

Click here to add student information. Enter the Student Number and click Validate. If you don't know the Student Number, leave the field blank and click Save.

2. Click **Edit** to edit a Diner profile

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Diners

Include Inactive [Add](#)

DINER	SCHOOL	GRADE	CLASS	ACTIONS
Sydney Ferguson	Harborview Elementary	Grade 1	1A	<a href="#">Edit</a>
jillian Sully	Harborview Elementary	Grade 2	2A	<a href="#">Edit</a>

[Order Meals Now](#)

Click here to edit a Diner Profile

# Ordering Meals and Making Payments

Once logged in, you will see the Parent Dashboard. Here, you can place meal orders and make payments.

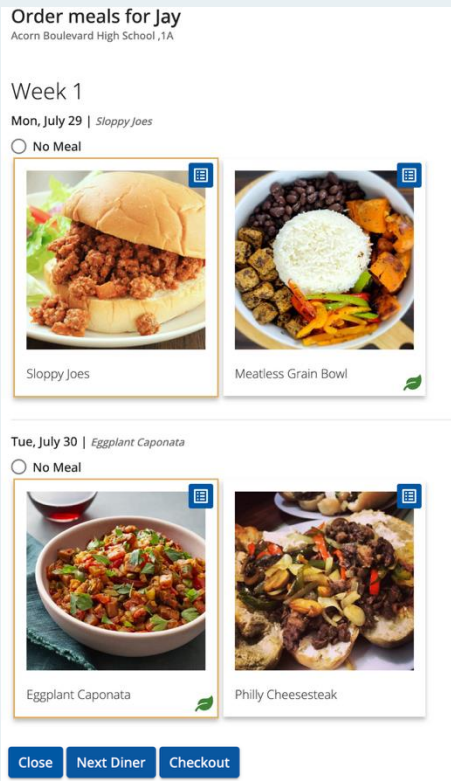
## 1. Click **Add Meals to Order**



Note: for students who need it, a second meal can be ordered by creating a separate diner profile for the same student and placing a duplicate order

## 2. Click on each day to choose meal. After completing by selecting meals for the cycle, click **Checkout**

Meals cannot be selected on school's closure dates



# Ordering Meals and Making Payments

Once logged in, you will see the Parent Dashboard. Here, you can place meal orders and make payments.

3. Click **Yes** if the meal choices displayed are correct. Then select a **Payment Amount** option to edit payment amount as needed. Click **Make Payment with NS Pay** to be re-directed to payment.

Jay  
Wed, Jul 31 - Teriyaki Salmon Bowl  
Tue, Aug 06 - Orange, Fig, and Gorgonzola Salad  
Fri, Aug 02 - Pizza Lava Toast  
Mon, Jul 29 - Meatless Grain Bowl  
Fri, Aug 09 - Asparagus and Eggs  
Thu, Aug 01 - Orange, Fig, and Gorgonzola Salad  
Thu, Aug 08 - Meatless Grain Bowl

Please confirm your lunch meal choices  
**Is this correct?**

Based on meal selections (7 meals)

- I will pay \$6.50 per meal, total is \$45.50
- I will pay \$5.00 per meal, total is \$35.00
- I will pay \$4.00 per meal, total is \$28.00
- I will not pay at this time (\$0.00)
- I will pay: PWYC Amount

Payment: \$0.00

Please confirm your payment amount  
**Is this correct?**

Based on meal selections (7 meals)

Payment: \$28.00

Redirecting to NS Pay

Please do not navigate back during this process. If you want to cancel and return to this screen from NS Pay, please click **Cancel**.

The default payment amount reflects the suggested amount to pay based on the cost of the selected meals.

4. Fill in card information and click **Submit Order**

Where should we email your receipt?

Total Fee: **\$90.00 CAD**

Email:

Enter your card information:

Card Number:

Expiry Date: Month:  Year:

Security Code:

# Viewing Order History

After meal orders are placed, there are no refunds, but your order history can be viewed on the Parent Dashboard.

1. On the Parent Dashboard, click on the **Options** button (three-lines symbol) on the left side of the interface and choose **Order History**



2. Click on the Diner name to view order for corresponding cycle

