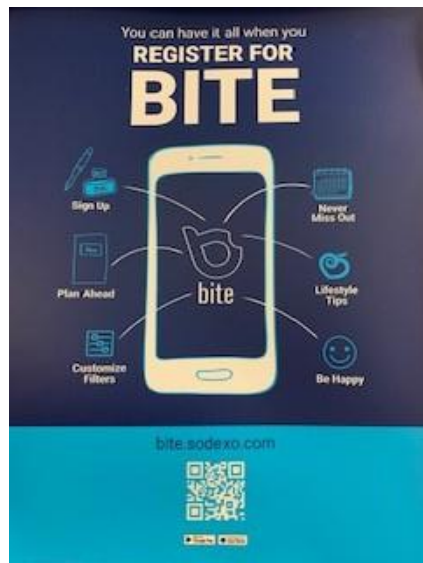


**Online Pre-Ordering Instructions
for Students Approved for Accommodations
via the Office of Student Accommodations**

1. In order to be eligible for the online pre-ordering option, students must meet with the Office of Student Accommodations (OSA) who will determine if a student would meet criteria to be offered this service, under the American Disabilities Act. OSA will communicate decision making with Sodexo, via the Campus Dietitian, to ensure the request accommodation can be produced.
2. Orders for Tuesday- Saturday must be placed 24 hours in advance. Orders for Sunday & Monday must be placed by 3pm, on Friday prior. (For example, if ordering for breakfast at 8am on Wednesday, the order must be submitted by 8am on Tuesday)
3. This time will ensure the Food Service Operation, Sodexo, has adequate time to acquire necessary items to prepare meals.
4. Students must request meal item by emailing Todd Young, at Todd.Young@Sodexo.com
5. Online pre-order items requested will be based off already scheduled menu, utilizing modifications as approved by OSA.
6. Students will be provided with menu in advance to help determine options available.
7. Students will have to sign up for the Sodexo Bite app using the below instructions or QR code to view and choose menu items to be filled out on the online form
8. Ordering meal items does not guarantee that we, at Sodexo, will have access to all items needed to prepare the food. We will provide notice to the student if changes need to be made to their request.
9. Items that are typically served warm will be properly cooled according to food safety standards and served as a reheatable item.
10. Items will be prepared and stored in a safe, isolated area of the kitchen to ensure no cross contamination and will be properly handled to provide utmost food safety and precautions.
11. Cost involved in meal items: if meal is during a 'meal swipe period' in dining hall (Breakfast, Dinner, or Brunch on weekends) student must use swipe, or pay cost of swipe. If meal is during retail hours (Lunch), item will be charged as retail option. No extra charge will be placed on accommodated meal.

Online order form

<https://app.smartsheet.com/b/form/1e2510ac29f44d01bb56c3f41e40f7f2>



BITE Instructions

1. Download Bite by Sodexo App with blue and white Logo using QR code or bite.sodexo.com
2. You will be prompted to Allow or Not Allow Notifications, this is up to you but we recommend that you allow them
3. You will then be prompted to choose your location, click the button “Let’s Start” – You must allow the app to use your location (You can choose Allow While Using App or Allow Once – up to you).
4. Next a screen will come up with schools nearby that use Bite, choose the one labeled “UNIV OF THE SCIENCES-PHILA” (It should say “1 menu available” underneath it)
5. Once you click on that option another screen will come up and prompt you to Create an Account – click on the button “SIGN IN/SIGN UP” and fill out the prompt.
6. After this you will have successfully signed up for Bite! Use the menu icon at the bottom of the home screen to access our menus – just click on the day you’d like to view!