Pantry Ordering Tutorial

1. Click on the following link to be prompted to the screen below: link
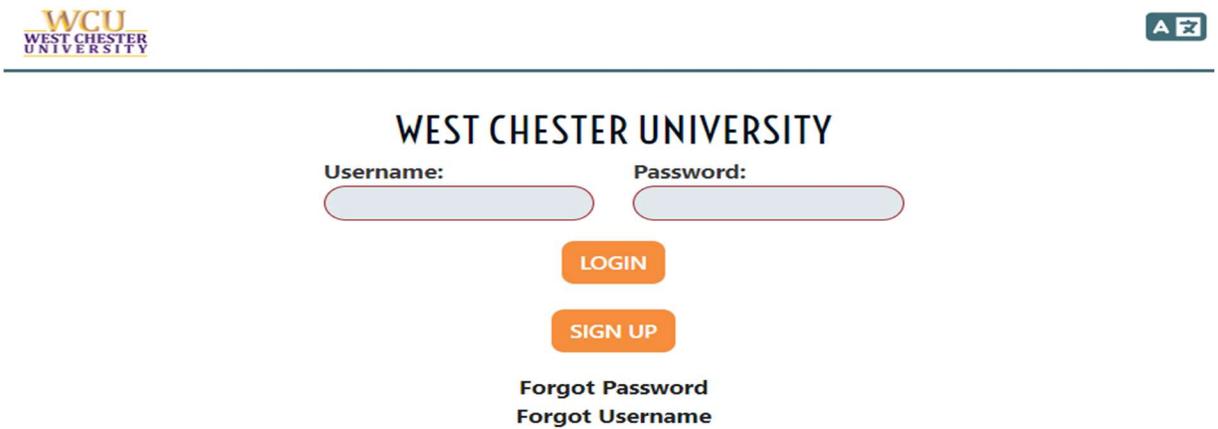
If you have an account with pantrysoft already, take this time to log in.
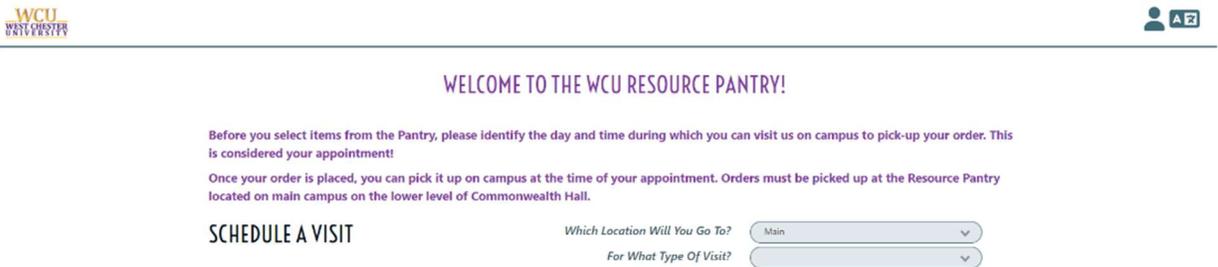
You will notice that the default is main campus. BE SURE TO CHANGE THIS IN THE DROPDOWN before proceeding to select an appointment if you are from the Philadelphia campus. For type of visit, choose standard.

2. Once the schedule page looks like this, you are free to select whichever appointment slot works best for your time wanted.

3. You will be prompted to the checkout page where you can choose your items for pickup. You will notice that the items are separated by category as the classification of items will be to the far left, with the corresponding related items being in that line to the right.

4. Once done selecting, scroll to the bottom of the page to click save and continue or click the checkout symbol at the top right to finalize the order.

You will then be prompted to the final page which is your order summary. You will receive an email confirmation once on this page that includes your order summary.

Additional tips: Pantry soft will only allow one account associated with your student email or student ID. If you are making your account for the first time, please take a picture or write down your information so you are not locked out of your account.

If you have already checked out and need to delete or adjust your appointment, please reach out to the GA overseeing pantry operations Melanie at MH884316@wcupa.edu