1. Logging in

* A Calvin account is required to use Knightdash.
* The first screen you will see when you open Knightdash is the login screen.
* To login:
  1. Press the Sign In button towards the bottom of the screen
  2. Enter your Calvin email ([abc123@calvin.edu](mailto:abc123@calvin.edu)) and press Next
  3. Enter your Calvin password then press Sign In
  4. Complete the DUO Two-step verification if needed.

1. To create a new order

* To place an order:
  1. From the Order Options page, press the yellow “+” button in the top right-hand corner of the screen

1. Adding items to your order

* To add food or beverage to the order
  1. To add food, press the Food Menu button
  2. A pop-up will appear, select the desired items by pressing the slider next to the food item
  3. To exit the pop-up menu, tap anywhere on the screen except for the slider bars
  4. To add beverage, complete steps 1-3 with the Beverage Menu selected.
  5. When your order is complete, select the Review Order button to move to the next step.

1. To finalize and place your order

* On the Review Order screen, if your order is correct, select Place Order
* You have now placed an order to be delivered

1. To select an order to deliver
   * + 1. From the Order Option’s page, under the Available Orders section, the most recently placed orders will be displayed
       2. To view details of an order, press the individual order to see details about that order
       3. Alternatively, select View All to see an expanded list of orders
2. Signing out

* To sign out, select the Sign Out button toward the bottom of the screen on the Order Options page