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

* An integral function of Knight is the ability to place a food/beverage order that someone will then deliver
* 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

* You should now be looking at the Menu screen.
* There are three buttons: Food Menu, Beverage Menu, and Review 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
2. To select an order to deliver
3. Signing out