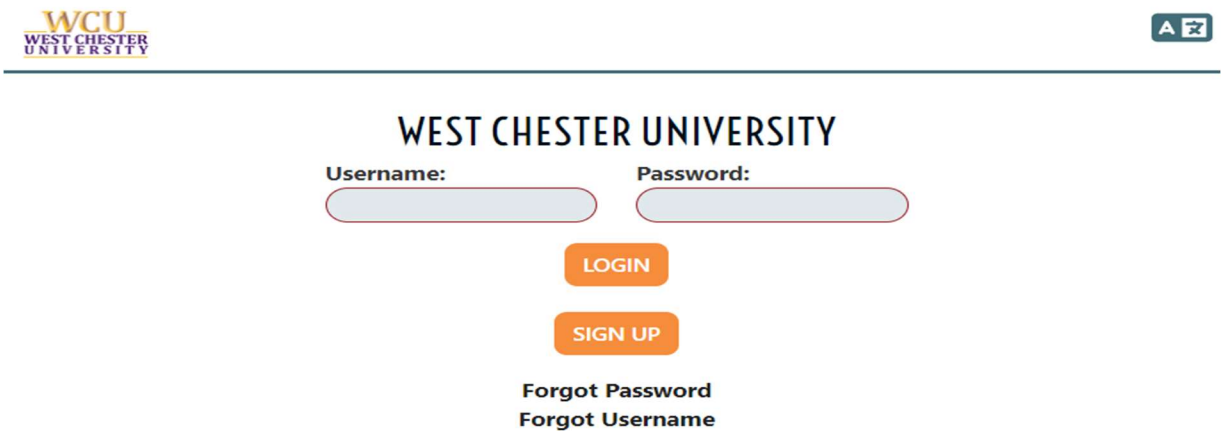


# Pantry Ordering Tutorial

1. Click on the following link to be prompted to the screen below: [link](#)



WCU  
WEST CHESTER  
UNIVERSITY

WEST CHESTER UNIVERSITY

Username:

Password:

LOGIN

SIGN UP

[Forgot Password](#)

[Forgot Username](#)

If you have an account with [pantrysoft](#) already, take this time to log in.



WCU  
WEST CHESTER  
UNIVERSITY

WELCOME TO THE WCU RESOURCE PANTRY!

Before you select items from the Pantry, please identify the day and time during which you can visit us on campus to pick-up your order. This is considered your appointment!

Once your order is placed, you can pick it up on campus at the time of your appointment. Orders must be picked up at the Resource Pantry located on main campus on the lower level of Commonwealth Hall.

SCHEDULE A VISIT

Which Location Will You Go To?

For What Type Of Visit?

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.

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

**WELCOME TO THE WCU RESOURCE PANTRY!**

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**SCHEDULE A VISIT**

Which Location Will You Go To?

For What Type Of Visit?

< November 2022 >

November 22, 2022	Tuesday
2:00pm - 2:15pm	2 Slots +
2:15pm - 2:30pm	2 Slots +
2:30pm - 2:45pm	2 Slots +
2:45pm - 3:00pm	2 Slots +
3:00pm - 3:15pm	2 Slots +
3:15pm - 3:30pm	2 Slots +
3:30pm - 3:45pm	2 Slots +

- 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.

**WCU WEST CHESTER UNIVERSITY**

19:44 Remaining checkout before then!

**APPOINTMENT**  
Tuesday November 22, 2022 2:00 pm at WCU Philadelphia Campus  
[EDIT APPOINTMENT](#)

**Baking Supplies (0 / 10)**

**Beverages (0 / 4)**

**Cornmeal (0 / 12)**

**Dark Chocolate Baking Chips (0 / 5)**

**Sparkling Water (0 / 3)**

- 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.

**WCU WEST CHESTER UNIVERSITY**

**ORDER SAVED**

**Order Summary**

Quantity	Item
1	Dark Chocolate Baking Chips
1	Sparkling Water

11/22/2022 02:00 PM

[LOGOUT](#)

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](mailto:MH884316@wcupa.edu)