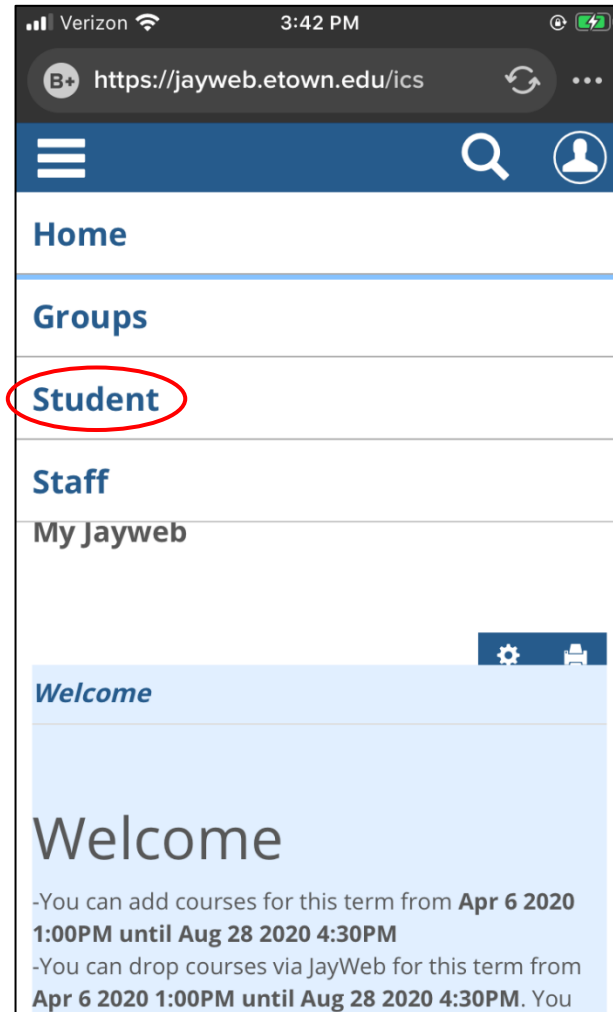


## Accessing the Jay's Nest Online Ordering Form

Navigate to [jayweb.etown.edu](https://jayweb.etown.edu) through a Web browser

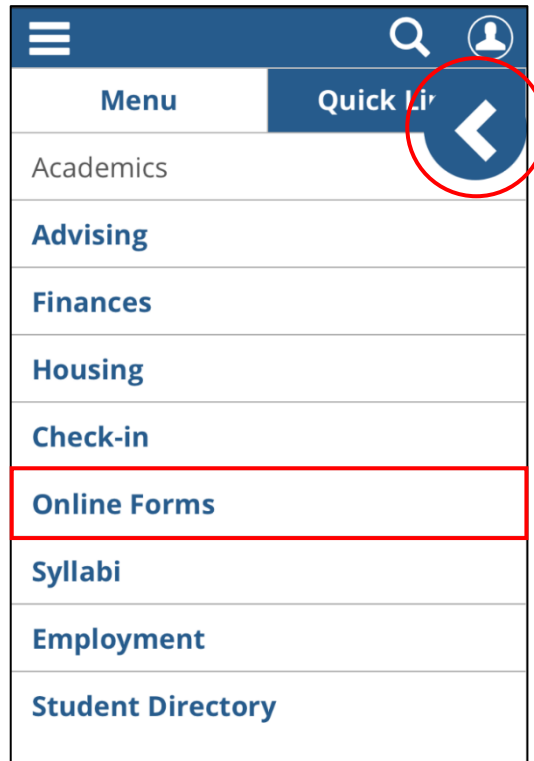
(Link available through Jay's App for quicker access)

⇒ Click the Student tab

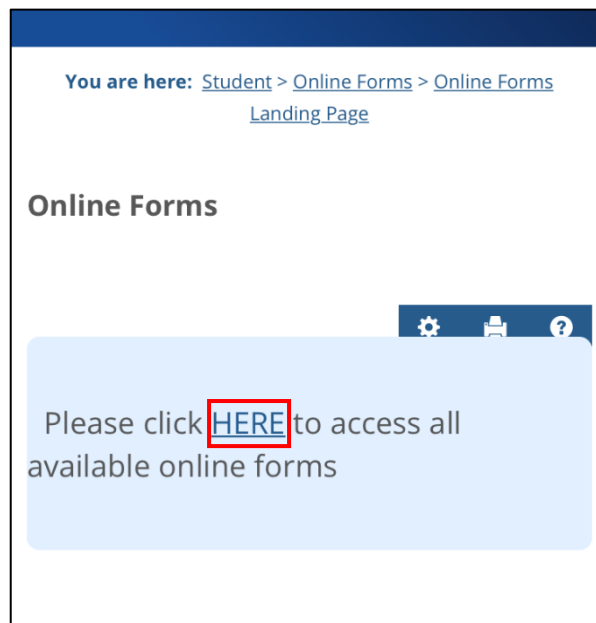


Click the arrow to open the side menu

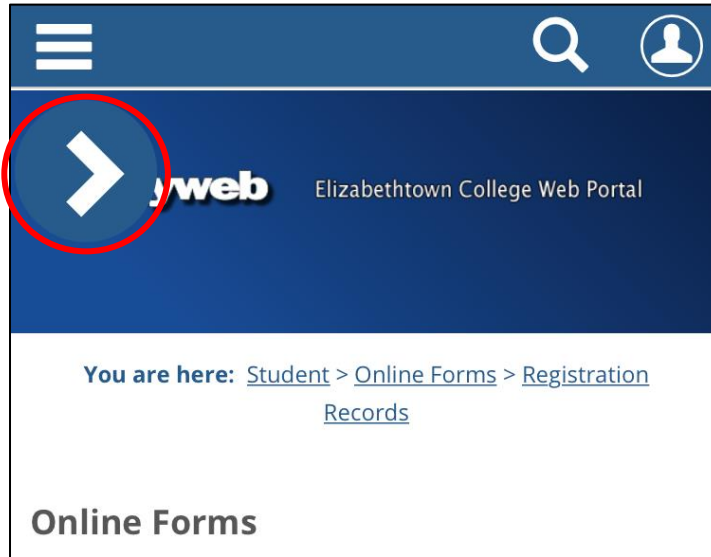
⇒ Select 'Online Forms'



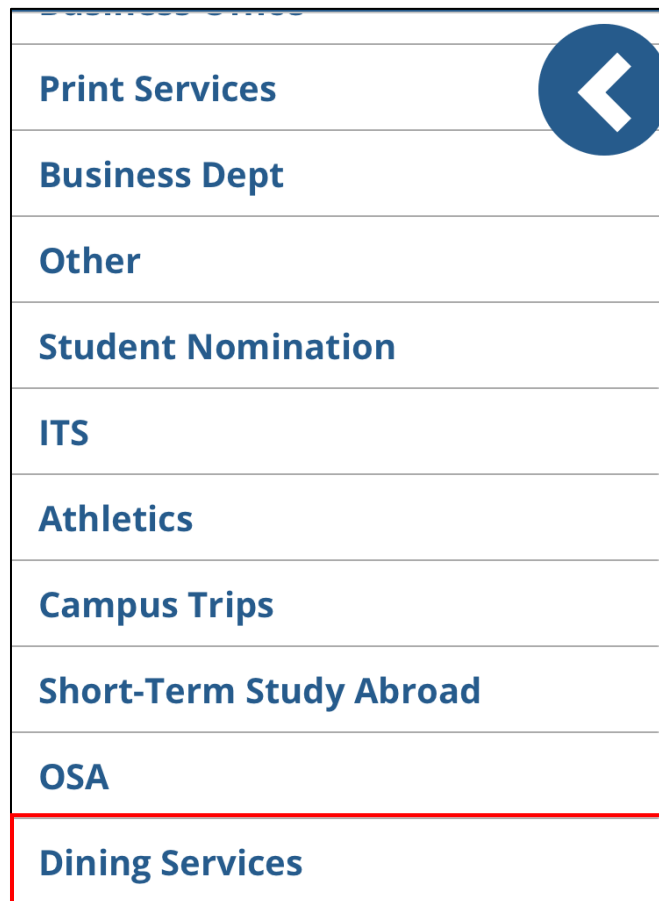
Select 'HERE' to access all forms



## Select Dining Services



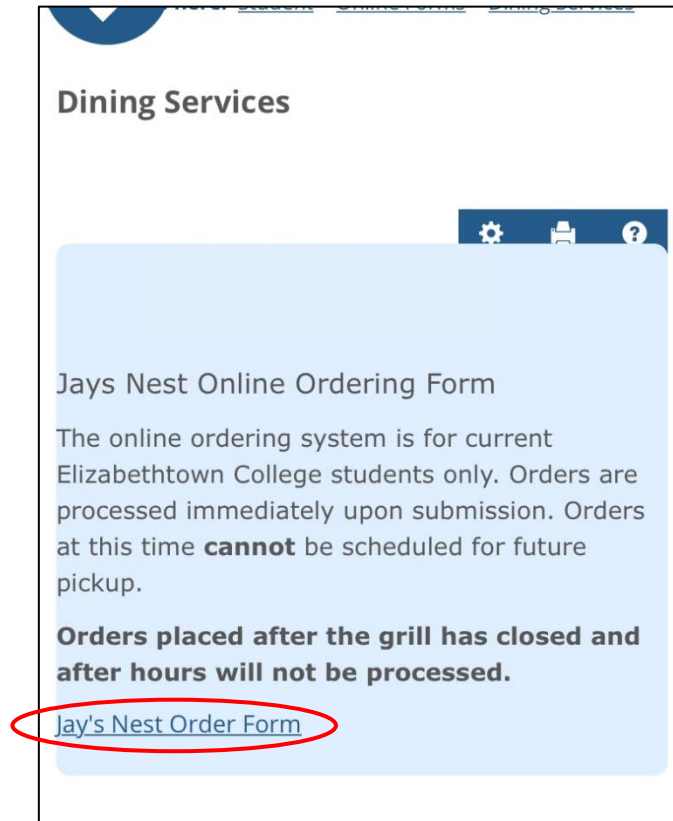
The screenshot shows the top navigation bar of the Elizabethtown College Web Portal. It features a hamburger menu icon on the left, a search icon, and a user profile icon on the right. Below the navigation bar, a blue banner contains a white right-pointing arrow icon circled in red, followed by the text "yweb Elizabethtown College Web Portal". Below the banner, a breadcrumb trail reads "You are here: Student > Online Forms > Registration Records". At the bottom of the screenshot, the text "Online Forms" is displayed.



The screenshot shows a vertical menu with a blue left-pointing arrow icon in a circle at the top right. The menu items are listed in a table below:

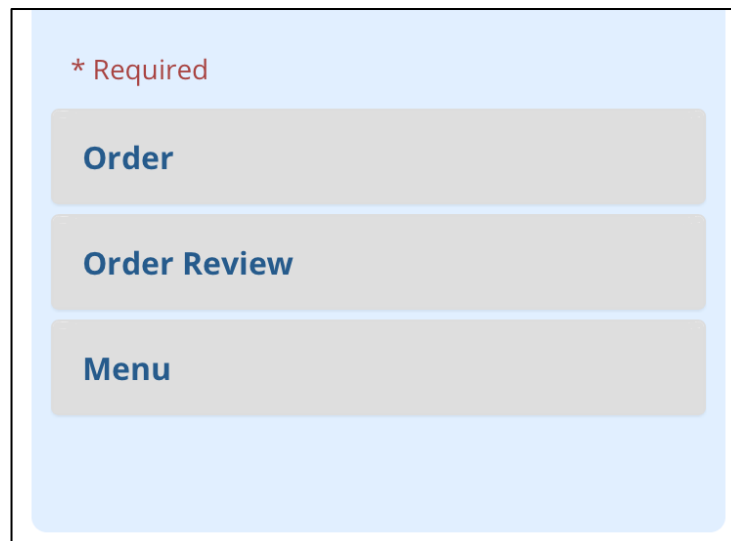
Print Services
Business Dept
Other
Student Nomination
ITS
Athletics
Campus Trips
Short-Term Study Abroad
OSA
<b>Dining Services</b>

## Select 'Jay's Nest Order Form'



### Using the Form

1. **Order Tab** – Select each item to order
2. **Order Review** – Review & edit order, then submit to Jay's Nest
3. **Menu** – View online menu with corresponding ingredients



## Ordering an Item

Select a Category => A new dropdown will appear to select an item

**Order**

**Notice:** Jay's Nest will be closing at 3PM today, MM/DD/YYYY

Category

Take note of any important alerts from the Jays Nest under the Order Tab

Done

Appetizers  
Sandwiches  
Steak Sandwiches  
Burgers

Click 'Add Note' to input specific instructions

When finished, select 'Add to Order'; Repeat process for any additional items

Category

Appetizers

**Appetizers \***

\*

Mozzarella Sticks

**Add Note**

Add to Order

\*

Mozzarella Sticks

Add Note

No Marinara sauce

Remove Note

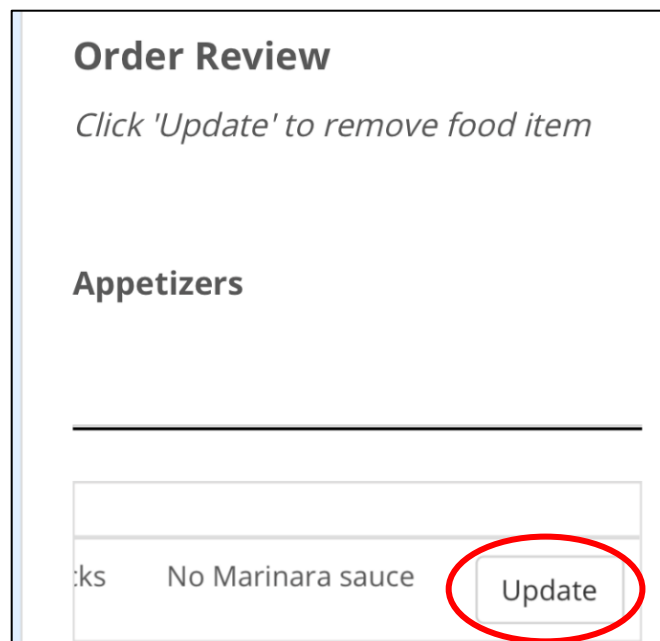
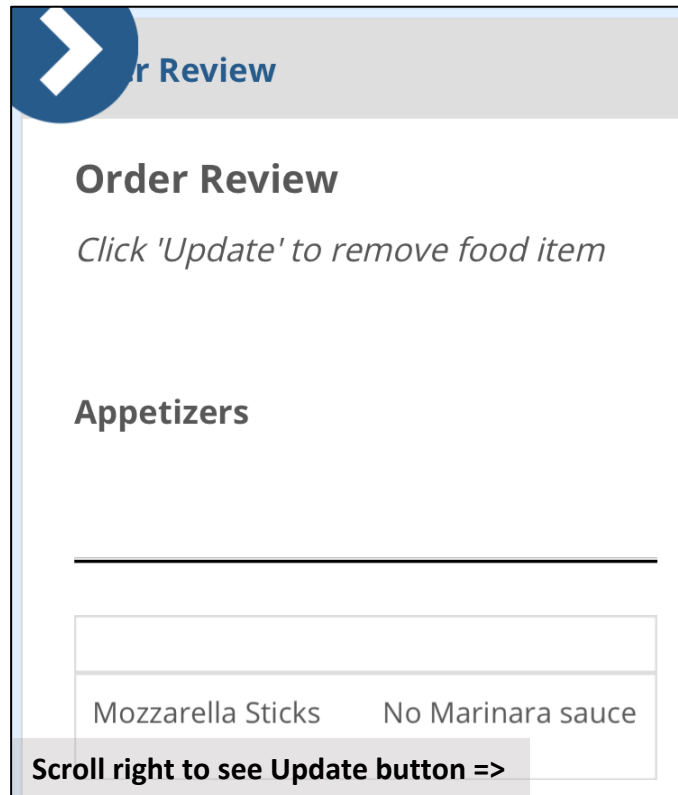
Add to Order

Click 'Remove Note' to delete any text entered

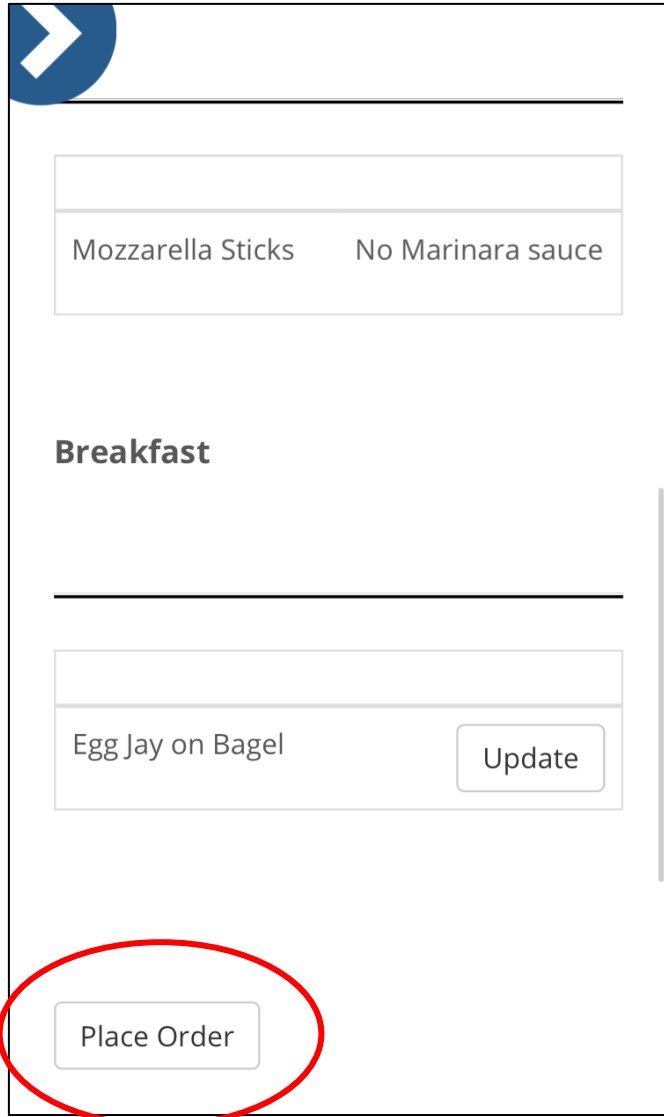
## Reviewing Order

**Under the Order Review tab, click Update to remove any unwanted items**

(You can navigate back to the Order tab at any time to add items)



Once satisfied with your order, click 'Place Order'.



The screenshot shows a mobile application interface for a shopping cart. At the top left, there is a blue circular icon with a white right-pointing arrow. Below this, a horizontal line separates the header from the cart items. The first item is 'Mozzarella Sticks' with a sub-option 'No Marinara sauce'. Below this item is a section header 'Breakfast'. Another horizontal line follows. The second item is 'Egg Jay on Bagel', which has an 'Update' button to its right. At the bottom of the screen, a 'Place Order' button is highlighted with a red oval.

Mozzarella Sticks    No Marinara sauce

**Breakfast**

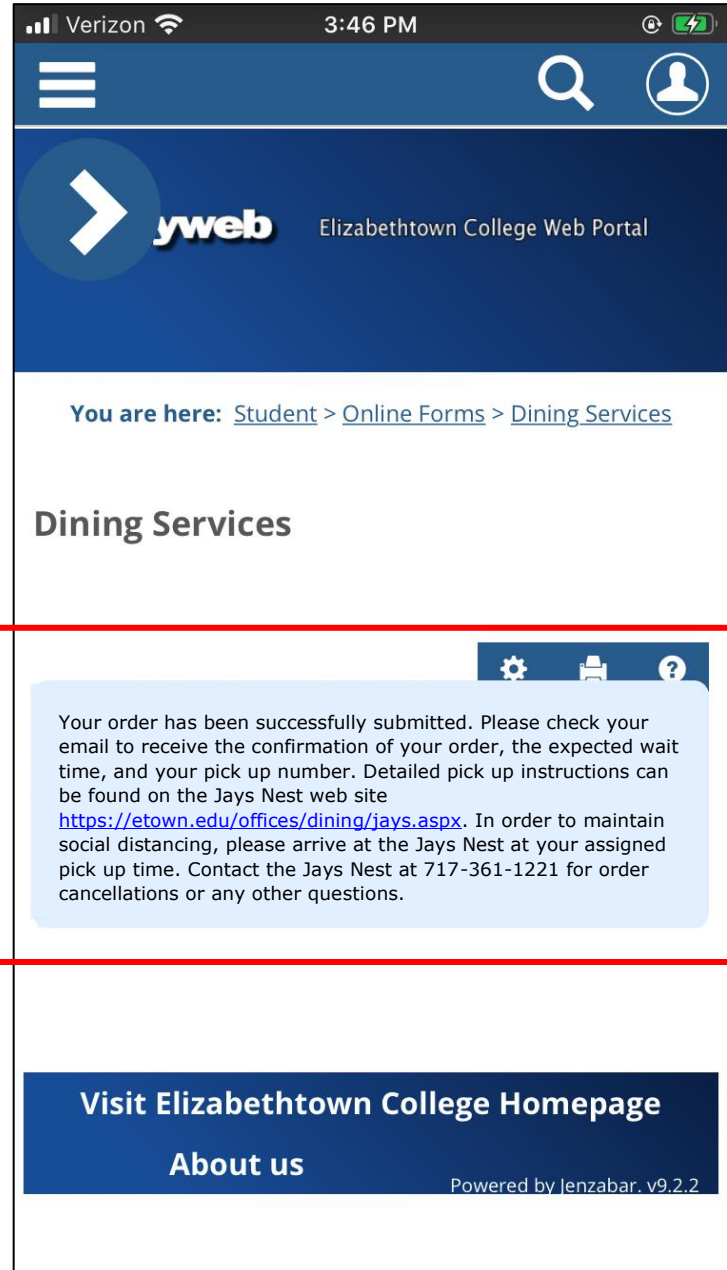
Egg Jay on Bagel    Update

Place Order



## On Submission

**On submission you will be redirected to this page and sent an email listing your order**



**Once you have placed your order online, you will receive a confirmation via email that will include your pick up time and pick up number. Please do not arrive more than 5 minutes prior to your scheduled pick up time to avoid congestion in that Jays Nest pick up area. Your order will be located at the grill area with a number card behind it. Match the pick up number you received in the email with the black and white number sign that is located behind your order. Your balance due will be deducted from your Jay Bucks account or charged to your campus charge account. If you would like to purchase other items from the Jays Nest, you will need to go through the C-store line and pay for those items separately.**