

## Grubhub and Delivery Instructions

### Setting up Grubhub for the first time:

1. Download the Grubhub app on any [Android](#) or [iOS](#) device.
2. After you set up your account select My Grubhub, Setting, and Campus Dining.
3. Search for your university, University of Alaska Fairbanks
4. To add your campus card as a form a payment, select My Grubhub, Setting and Payment.
5. Select the '+' to add a payment method and select 'PolarExpress card'.
6. It will then lead you to sign on with your campus SSO (Single sign on) and ready to make an order.

### Ordering for pickup at Campus Cache and Alaska Grill:

1. On the Grubhub app, select the locations and items you want to order. (Please note: Only students for those who are not required or have completed their quarantine and strict social distancing periods.)
2. Only one form of payment may be used for each order. If you would like to use multiple forms of payment separate orders must be placed (ie: one order for the meal(s) being purchased with Munch Money and a second order to use the block for dinner).
3. Please enter any special instructions.
4. Pickup at the location will be available in a clearly marked Grubhub space.

### Ordering for quarantine student delivery:

1. Pre-order meals by 5pm for next day service to ensure availability. Orders received after this time may be delayed or canceled. (Please note: Only students who are required quarantine, strict social distancing, and isolating may order for delivery.)
2. On the Grubhub app select Quarantine Student Delivery Menu. Available menu items will be:
  - a. Grab Goodness – these items are delivered cold or at room temperature. Items included are sandwiches, salads, cold breakfast sandwiches, lunch items, snack boxes, snack cups, and bakery items. *Unless otherwise indicated in special instructions, these items will be delivered at lunch.*
  - b. Breakfast special delivery and dinner special delivery – items on these menus will be delivered hot. To find out what is included on these items daily visit [dineoncampus.com/uaf](http://dineoncampus.com/uaf) or download the Dine on Campus app. Vegetarian and non-vegetarian option will be available for both meals.
3. Please note only one form of payment may be used for each order. If you would like to use multiple forms of payment separate orders must be placed (ie: one order for the meal(s) being purchased with Munch Money and a second order to use the block for dinner).
4. Please enter your delivery date of meal, hall and room number in special instructions.
5. Please contact **Chartwells at 907-987-2686** with any questions about Grubhub ordering, or if you have allergies or other special dietary needs and they will assist you.

Food will be delivered and available for pick up at the locations no later than the time indicated below.

Locations:	Breakfast/Lunch Daily	Dinner Daily
Wickersham Lobby	12:00pm	5:00pm
McIntosh Lobby	12:10pm	5:10pm
Moore Lobby	12:20pm	5:20pm
Bartlett Lobby	12:20pm	5:20pm
Skarland Lobby	12:20pm	5:20pm
Cutler 500 Block Laundry Room	12:30pm	5:30pm
Eileen MacLean House Common Building	12:35pm	5:35pm

*Delivery times may vary. Please note delivery times will be limited during holidays.*

**Picking up your food:**

- Yellow receipts with the student's name will be clearly displayed on top of the bag.
- Please wear your masks per University policy and maintain 6ft of social distancing when picking up your food.
- Students should grab food quickly and leave the delivery/pickup area.

**International Phone Setup**

If you are an international student you may have to change some setting on phone to access Grubhub. See the [International Access to Grubhub Instructions](#). If you are still having trouble placing your order please contact Chartwells by calling or texting 907-987-2686.

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