HOW TO ORDER YOUR MEALS THROUGH CATERTRAX

ORDER SCHEDULE
Place orders by 2 pm, two or three days in advance:

- Friday for Monday
- Sunday for Tuesday
- Monday for Wednesday
- Tuesday for Thursday
- Wednesday for Friday
- Thursday for Saturday and Sunday (delivery Saturday)

Orders will be delivered between 10 a.m. - 1 p.m., Monday - Saturday

All daily meals will be delivered together. You will receive Sunday's meals with your Saturday delivery

All meals will be served cold in microwave-safe containers to be reheated at your residence hall. Reheating instructions will be provided

CREATE A CATERTRAX ACCOUNT
1. Create an account at: carnegiemelloncatering.catertrax.com
2. Click Sign In > Need an Account? Click Here

CREATE A NEW ORDER
2. Click "Create a New Order," selecting from the Student Gathering Menu
3. Make your breakfast, lunch and dinner selections, noting any special dietary needs
4. Select “order.” This will place the meal in your cart

CHECK OUT
5. Click on the cart and select "check out"
6. Select the delivery date
7. From the drop-down, select "on-campus delivery"
8. Complete the contact and location information
9. Choose 10 a.m. as your delivery time and click "continue"
10. Give your order a name and select "proceed to checkout"
11. From the drop-down, select “other” form of payment and type in your 81 number from your student ID. Students with a dining plan will have meal blocks deducted from their account. Students without a dining plan will have the meals charged to their account
12. Select "process this order"
13. Please contact the catering office at 412-268-2129 if you have any questions during this process

DELIVERY
4. Your order will be delivered to your door between 10 a.m. and 1 p.m. daily
5. When you hear the knock, please wait 5 minutes to open your door and bring the food into your room

Catering Services is open Monday - Friday, 10 a.m. - 5 p.m.
412-268-2129
catering@andrew.cmu.edu

If you have an immediate need for a meal upon arrival, please email catering@andrew.cmu.edu and Nick Camerlengo at ncamerle@andrew.cmu.edu