

HOW TO RESET YOUR WISCONSIN USDA FOODS ORDERING ACCOUNT DIRECT DIVERSION SURVEY ACCESS

Please follow the directions below to verify and/or modify your *Wisconsin USDA Foods Ordering System* online contract:

1. Access the *Wisconsin USDA Food Ordering System*: [Login](#).
2. Enter your User ID and Password.
3. Click on "2024" Program Year for School Year 2023-24.
4. Once you're in the "School Food Authority Contract Form" screen, click on "Edit" or "Revise" under the Action column.
5. Review and update (if necessary). **NOTE:** Only the Primary Contact (Field #11) will receive routine messages sent through email or US mail. The Food Safety Contacts (Fields #25 and #32) will receive food safety issue related communication via email or phone. Please ensure that the email addresses are current, since this is our primary method of relaying vital information to you.
6. Place a check mark in Box 45 – Click on "Agree" button at the bottom of the Direct Diversion agreement. (for some of you, you may have to resize your resolution to a smaller size to see the "Agree" button (e.g. 80%).
7. Once done, place a check mark in Box 47 and click on the "Submit" button.
8. This will take you to a screen message that states: "Click here to go to School Food Authority Summary." Click on the word or hyperlink "here" to go back to the *School Food Authority Summary* screen.
9. After you've submitted the "School Food Authority Contract Form," your contract status will change to "Pending Approval." The contract will be reviewed and approved by one of the USDA Foods team members at the DPI.
10. At this time, you should be able to access your Direct Diversion survey in the "Surveys" tab.

Complete instructions on the *Wisconsin USDA Foods Ordering System* is available: [Online Instructions - School Lunch Program](#).



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