

Genesee Community College
Batavia, NY 14020

ITC Systems Web Purchase
AVI Food Systems, Inc.
September, 2009

The following procedure details the steps necessary to add value to your Dining Account with AVI Food Systems, Inc.

Step 1 - Log onto the Genesee Community College Food Service website at <http://www.genesee.edu/campuslife/dining/>

Step 2 – Access the link related to adding value to your account.

Step 3 - Enter your Client ID, which is your "800" Student ID number. This is listed on your ID card, any official correspondence such as your tuition bill and through Genesis.

Step 4- Enter the initial PIN number of 1234. There is no secure information stored on this site. After your initial use it does show what has been deposited and purchased. No credit card information is stored.

Step 5 – Go to the tab labeled “Account Tools”

Step 6 - Update e-mail address (not required) and review the Terms and Conditions.

Step 7 – Change your PIN. Please be sure to write this down. If you wish to share this with your parents, you will need to supply them with your Student ID number and your PIN.

Step 7 – Log-out of the site with the “log-out” button in the upper right corner of the site.

Step 8 – Log on using your PIN.

Once you have logged in you can view your “Account Summary”, access your “Transaction History”, access your Account Tools, and Add Money to your account with a credit card.

Please note that AVI Foodsystems. Inc. accepts Visa, MasterCard and American Express. For your security, credit card information is not stored on the site.