

# National School Lunch Program Information Portal

You **must** sign up using this [link](#).

Please be sure to use your school email address

*No matter how many schools there are in your District, register just once.*

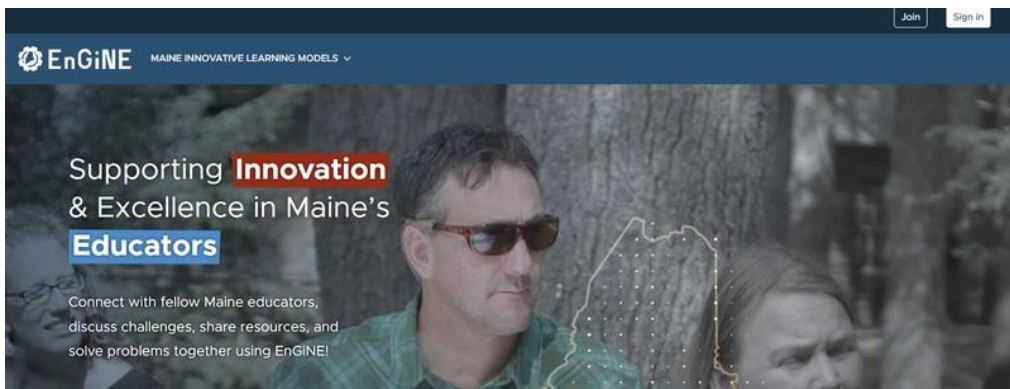
Once you have access to EnGiNE, you **must** enroll in the National School Lunch Program Information Portal using this [link](#).

If after you enroll, you do not receive emails,  
check your Spam/Junk folders.

If the emails are not there, reach out to your District's IT Department and ask them to white list [learn.moodle.rrev-engine.com](http://learn.moodle.rrev-engine.com) and [engine.maine.gov](http://engine.maine.gov).

## **Not a National School Lunch Program Sponsor?**

If you would like access to the NSLP Portal, please contact Paula, [paula.nadeau@maine.gov](mailto:paula.nadeau@maine.gov), **prior** to signing up, as your access will need to be approved.



1 - Sign in to EnGiNE

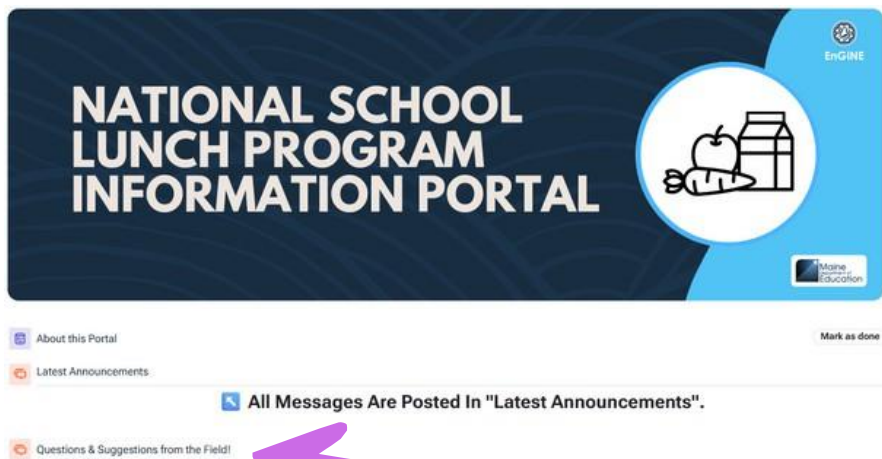
2 - Enter Username and Password



3 - Click "Learning Opportunities"



4 - Click "Enter the Course"



5 - "Click Question & Suggestions from the Field"

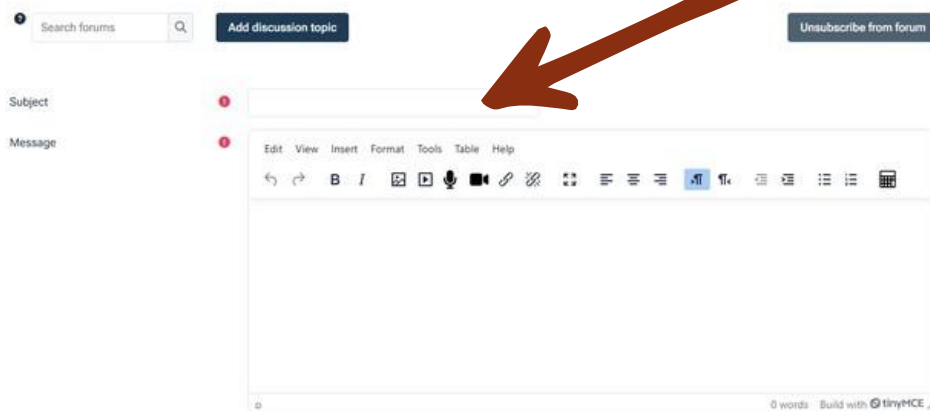
## Questions & Suggestions from the Field!



6 - Click "Add Discussion Post"

7 - Add Subject of Your Message

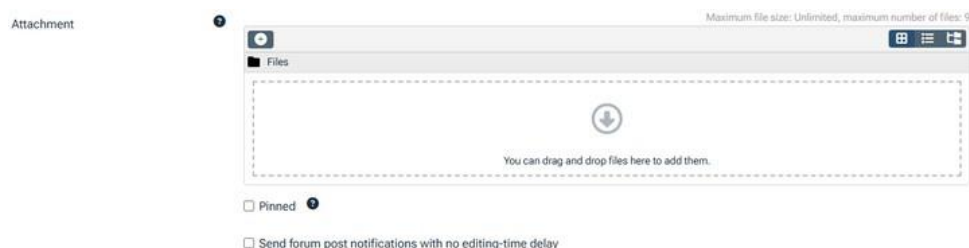
## Questions & Suggestions from the Field!



8 - Add Your Message

9 - Post to Forum

9-1 - If you need to, you can add an attachment before posting to the forum



Once you have added your attachment, click "Post to Forum"

# You can change how you receive messages from the Portal

While you are in the National School Lunch  
Program Information Portal, click on your  
profile circle



Profile
Grades
Private files
Reports
Preferences
Switch role to...



Click "Preferences"

## User account

Edit profile

Preferred language

Forum preferences

Editor preferences

Calendar preferences

Content bank preferences

Security keys

Message preferences

Notification preferences

To change how you received Portal messages, click “Forum Preferences”



Choose your option from this dropdown.

## Forum preferences

Email digest type



No digest (single email per forum post) ▾

Forum auto-subscribe

Yes: when I post, subscribe me to that forum discussion ▾

Use experimental nested discussion view

No ▾

### Forum tracking

Forum tracking

No: don't keep track of posts I have seen ▾

When sending forum post notifications



Mark the post as read ▾



Save changes

Cancel

Save your changes.

