Colby is using Transact, a platform built in partnership with our campus ID card platform.

This app allows you to do the following:

- Make reservations for dining in the event the College needs to distribute the number of guests using the dining hall during operating hours.
- Future functionality will include ordering food from the Spa for pick up using ColbyCard or credit card

**Accessing Mobile Ordering**

You can access the mobile app on your phone that will use your Colby username and password through OKTA to log in.

**Installing**

Download the app from the Appstore or Google Play Store. Search for Transact Mobile Ordering and install.
Getting Started

**Step 1**
- Search for Colby College from the list of campuses available.
- Select ‘Colby Dining Services’
- Select ‘Continue’

**Step 2**
Select “Log In with Campus ID”.

**Step 3**
Enter your Colby Username and Password
How to make a reservation

**Step 1**
From the ‘Home Screen’ select a location

**Step 2**
Select desired date and time
Select ‘Carry Out’

**Step 3**
Select ‘Add to Order’

**Step 4**
Select ‘Pay Reservation Meal Swipe’
Select ‘Confirm’
Your reservation is confirmed

**How to view, cancel, and use your reservation**

**Step 1**

From the ‘Home Screen’ select ‘Order Queue’

**Step 2**

Select ‘Receipt’ to view your reservation QR Code
Select ‘Cancel’ to cancel your reservation
Step 3

Have the reservation QR Code open on your App when arriving at the dining room.

Enjoy your Meal!

Please Note:

Your reservation will be held for 5 minutes. After 5 minutes your reservation will expire.