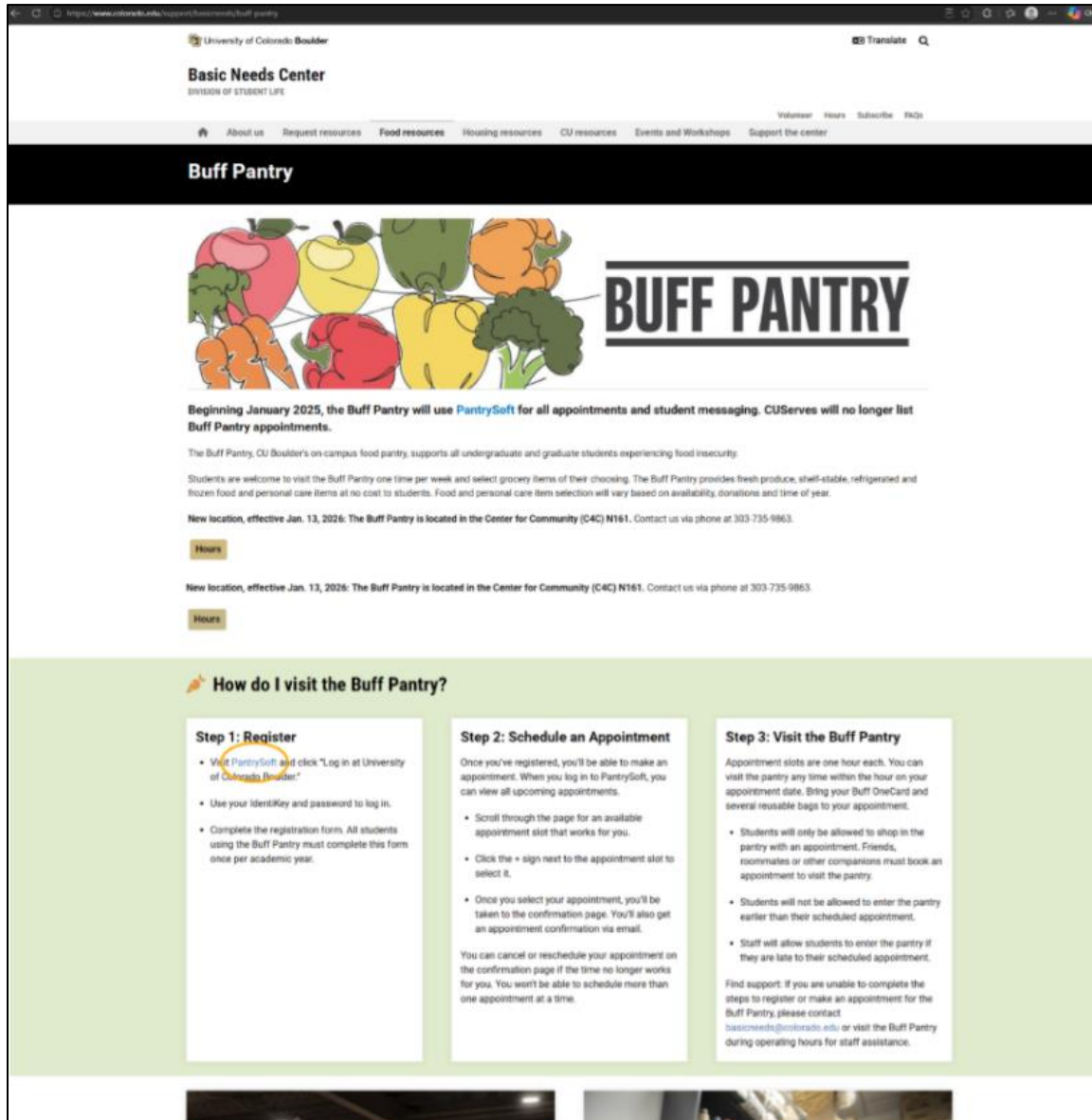


How to Place an Online Grocery Pick Up Order Using PantrySoft

1. Create a **Pantry Soft account** using your **Identikey** and **password**.
 - a. You only need to register for an account one time. You will be asked to update your registration once a year.
2. Log in to **Pantry Soft** using your **Identikey** and **password**



University of Colorado Boulder

Basic Needs Center
DIVISION OF STUDENT LIFE

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Buff Pantry



BUFF PANTRY

Beginning January 2025, the Buff Pantry will use PantrySoft for all appointments and student messaging. CUServe will no longer list Buff Pantry appointments.

The Buff Pantry, CU Boulder's on-campus food pantry, supports all undergraduate and graduate students experiencing food insecurity.

Students are welcome to visit the Buff Pantry one time per week and select grocery items of their choosing. The Buff Pantry provides fresh produce, shelf-stable, refrigerated and frozen food and personal care items at no cost to students. Food and personal care item selection will vary based on availability, donations and time of year.

New location, effective Jan. 13, 2026: The Buff Pantry is located in the Center for Community (C4C) N161. Contact us via phone at 303-735-9863.

Hours

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Hours

How do I visit the Buff Pantry?

Step 1: Register

- Visit **PantrySoft** and click "Log in at University of Colorado Boulder."
- Use your IdentiKey and password to log in.
- Complete the registration form. All students using the Buff Pantry must complete this form once per academic year.

Step 2: Schedule an Appointment

Once you've registered, you'll be able to make an appointment. When you log in to PantrySoft, you can view all upcoming appointments.

- Scroll through the page for an available appointment slot that works for you.
- Click the + sign next to the appointment slot to select it.
- Once you select your appointment, you'll be taken to the confirmation page. You'll also get an appointment confirmation via email.

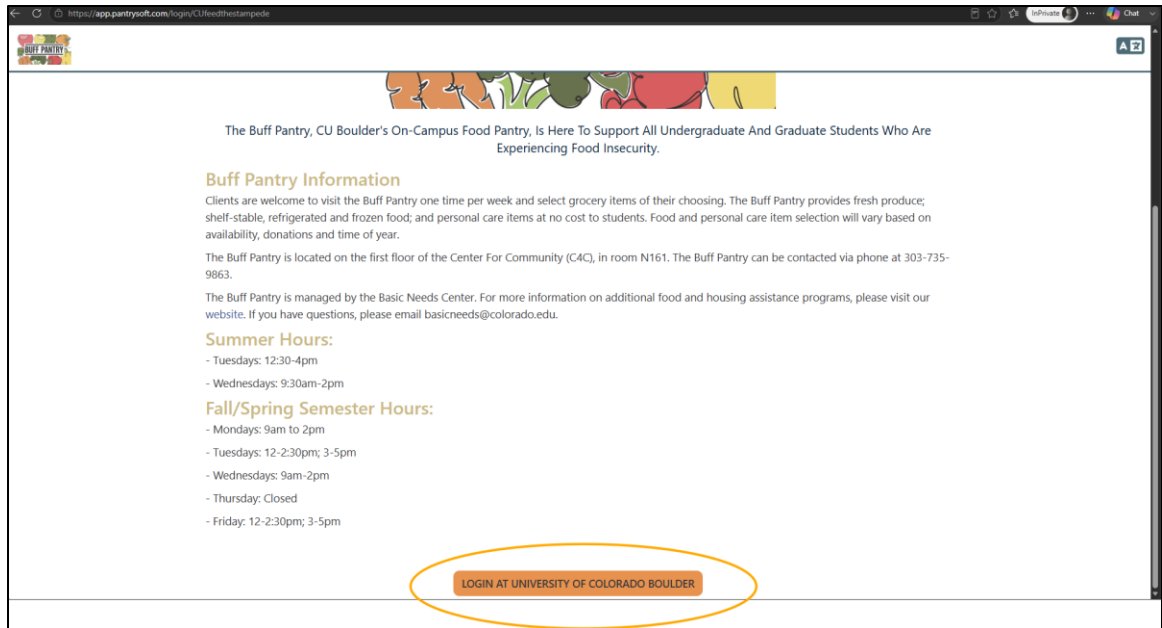
You can cancel or reschedule your appointment on the confirmation page if the time no longer works for you. You won't be able to schedule more than one appointment at a time.

Step 3: Visit the Buff Pantry

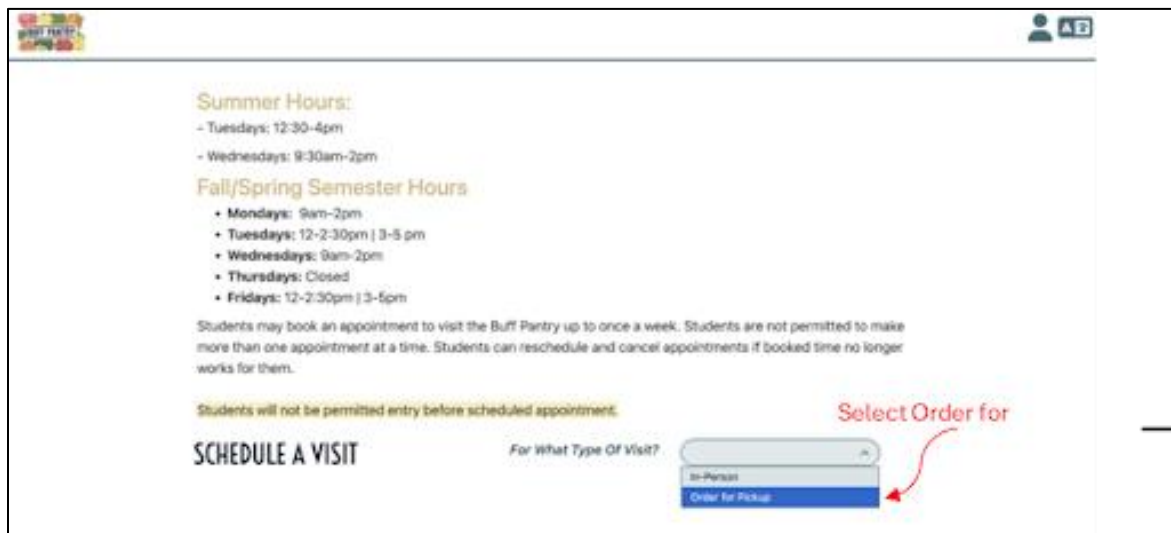
Appointment slots are one hour each. You can visit the pantry any time within the hour on your appointment date. Bring your Buff OneCard and several reusable bags to your appointment.

- Students will only be allowed to shop in the pantry with an appointment. Friends, roommates or other companions must book an appointment to visit the pantry.
- Students will not be allowed to enter the pantry earlier than their scheduled appointment.
- Staff will allow students to enter the pantry if they are late to their scheduled appointment.

Find support: If you are unable to complete the steps to register or make an appointment for the Buff Pantry, please contact basicsneeds@colorado.edu or visit the Buff Pantry during operating hours for staff assistance.



3. Choose your type of visit (**Order for Pickup**) and select your pickup date and time.



https://app.pantrysoft.com/storefront/appointment

Summer Hours:
- Tuesdays: 12:30-4pm
- Wednesdays: 9:30am-2pm

Fall/Spring Semester Hours

- **Mondays:** 9am-2pm
- **Tuesdays:** 12-2:30pm | 3-5 pm
- **Wednesdays:** 9am-2pm
- **Thursdays:** Closed
- **Fridays:** 12-2:30pm | 3-5pm

Students may book an appointment to visit the Buff Pantry up to once a week. Students are not permitted to make more than one appointment at a time. Students can reschedule and cancel appointments if booked time no longer works for them.

Students will not be permitted entry before scheduled appointment.

SCHEDULE A VISIT For What Type Of Visit?

Available Appointments < June 2026 >

June 23, 2026	Tuesday
8:00am - 9:00am	2 Slots 
June 24, 2026	Wednesday
9:30am - 10:00am	10 Slots 

4. Enter any comments and click “Save and Continue”.

https://app.pantrysoft.com/storefront/visit

VISIT

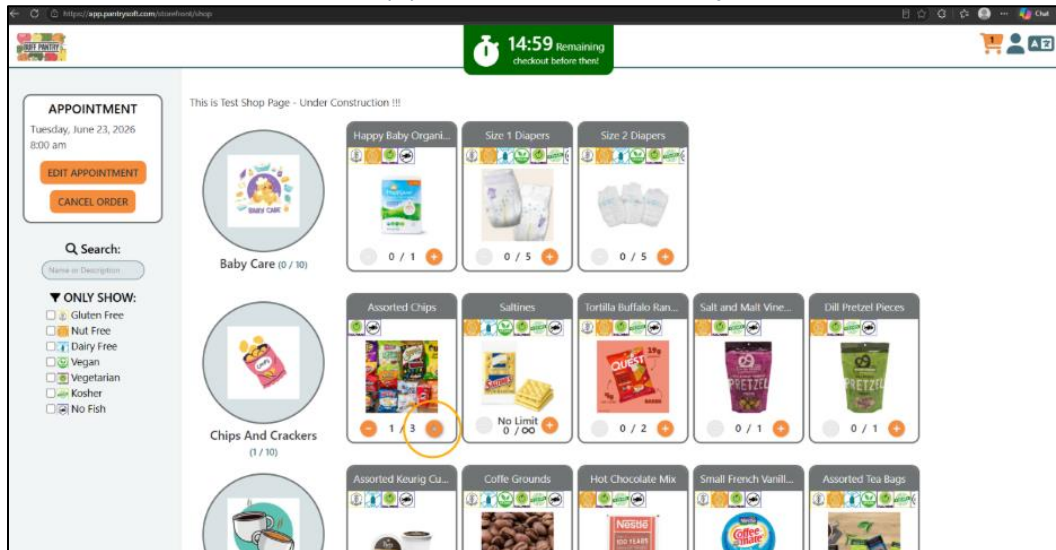
Comment

Enter your restrictions/comments

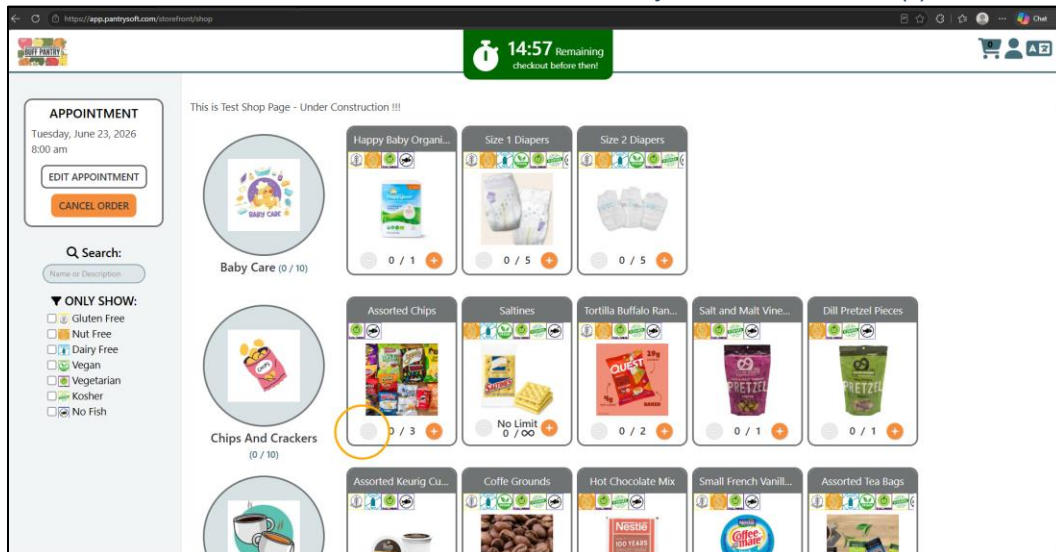
SAVE AND CONTINUE

5. Select your items.

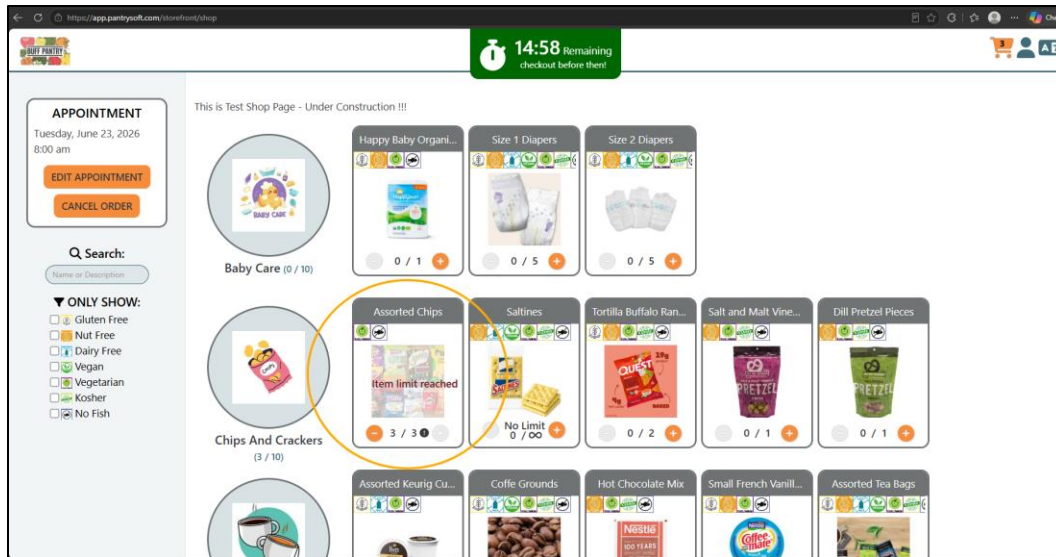
a. Click the plus (+) icon to add an item to your cart.



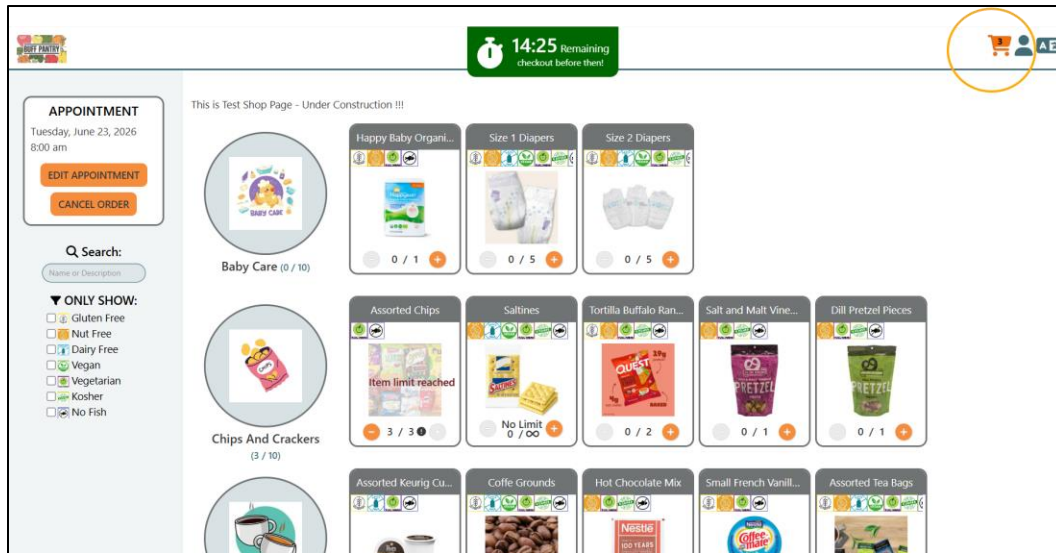
b. To remove an unwanted item from your cart, click the (-) minus icon.



c. Items have order limits (as seen on the item icon), so you will only be able to add a certain amount of each item to your cart.

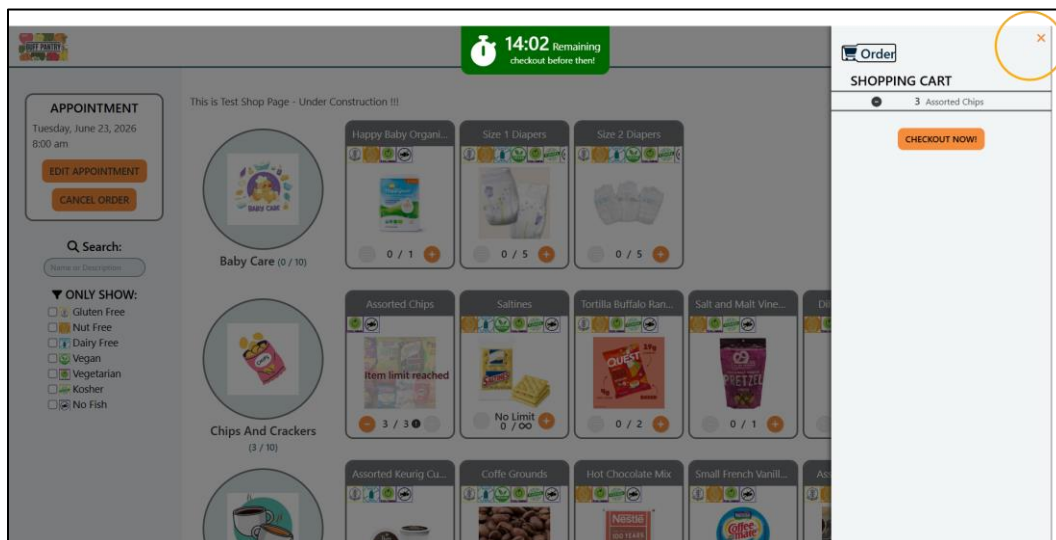


6. Click **“Open Cart to Checkout”**.

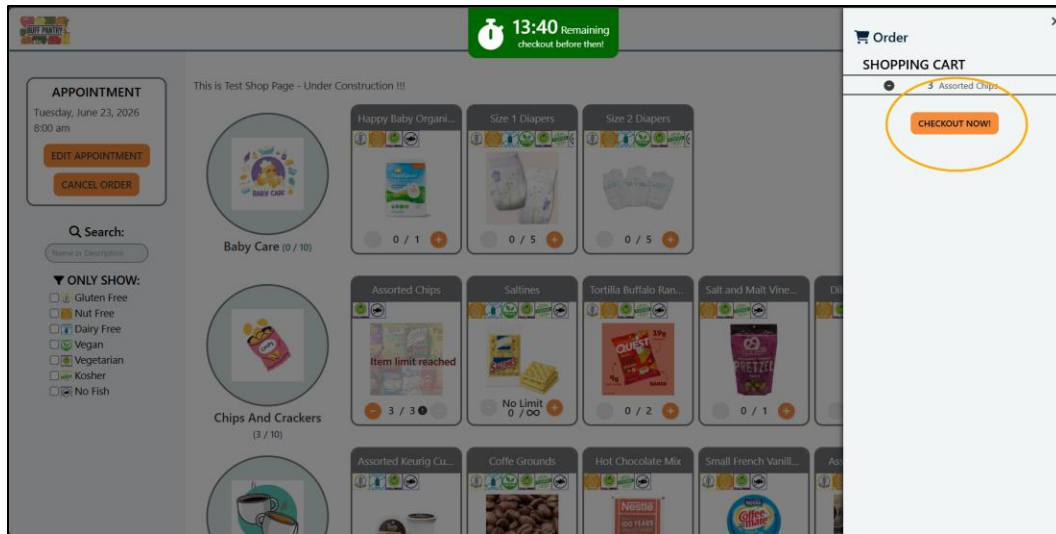


7. Review Your Order.

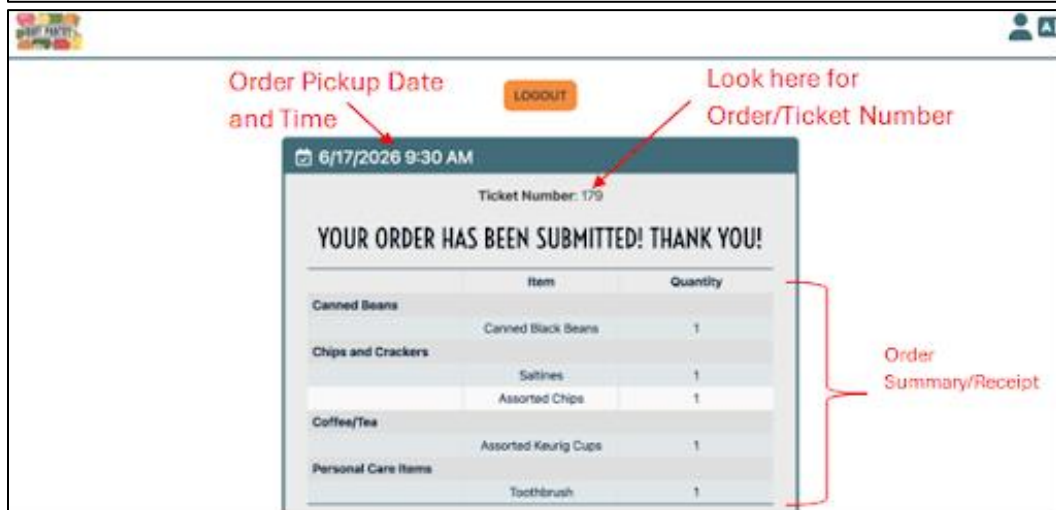
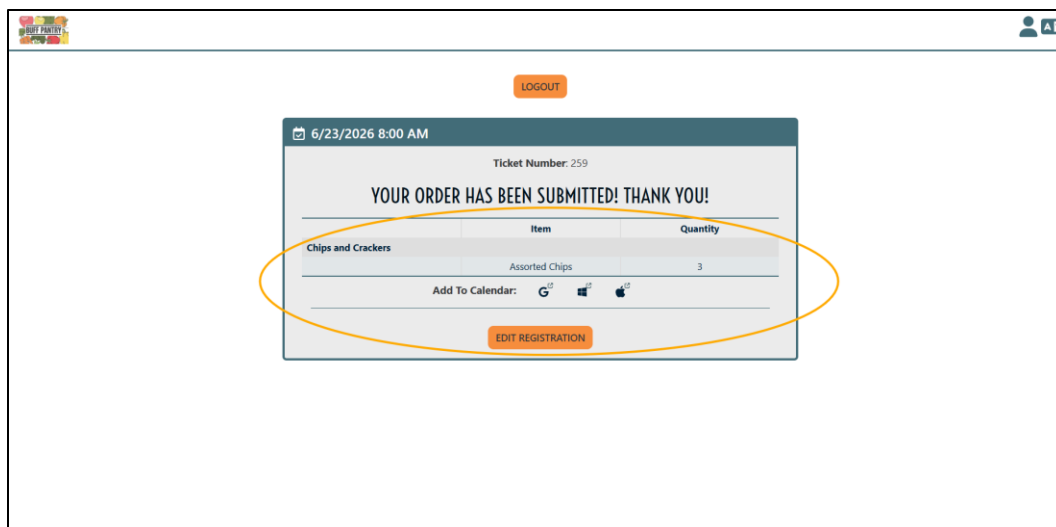
- If you want to change your order, click the **X** in the top right corner to return to the order menu.



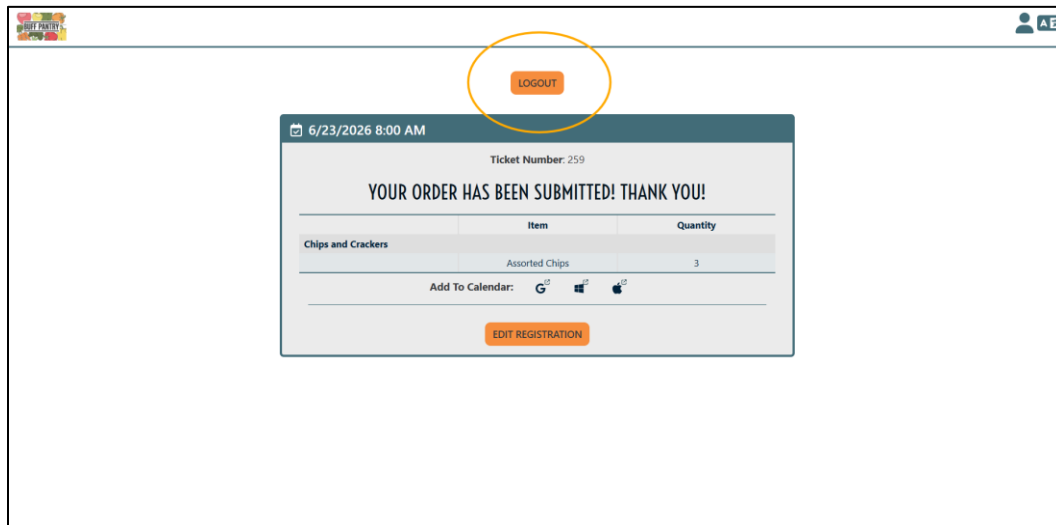
8. When your order is finished, click the “Checkout Now!” button.



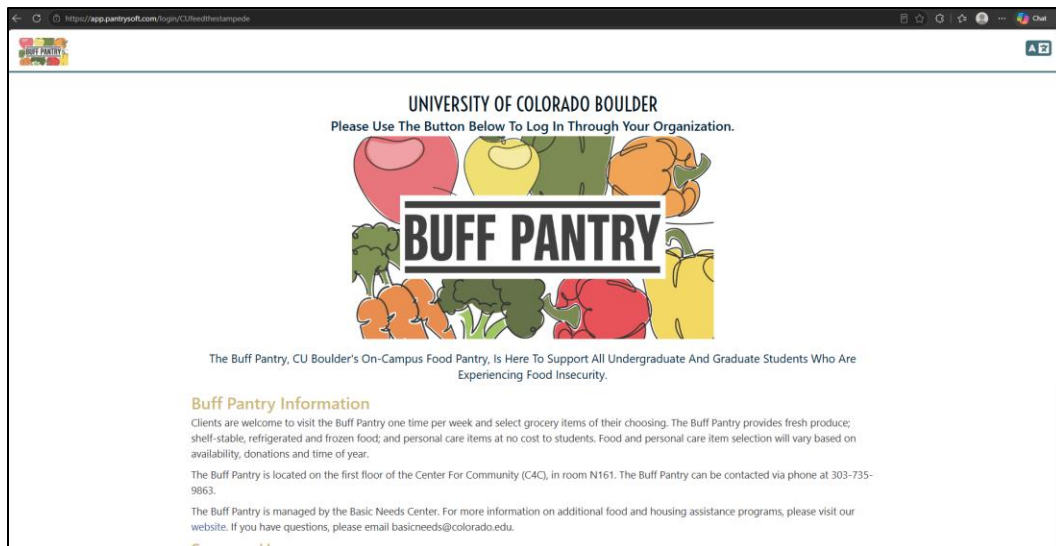
9. On the order summary screen, you will see your items and appointment time. You can choose to add this appointment to your calendar.



10. To **Logout** click or tap the user icon on the top right to see a *Logout* pop-up



11. If you need to change, reschedule, or cancel your order after you have logged out, email basicneeds@colorado.edu



Important Information:

We try our best to fulfill your order as requested. However, due to changing inventory, we might occasionally need to substitute items or we may be out of the items.

If you do not pick up your order on your scheduled date, it will be cancelled and you will need to place a new order.