



Illinois State Board of Education  
Nutrition Programs Division  
Food Distribution Program

## Illinois Commodity System New User Information

The Illinois Commodity System (ICS) website is an interactive site that allows schools to manage their commodities online. ICS's website allows you to access the message board, annual order forms, monthly bulletins, delivery requests/reports, Lanter delivery schedule, anticipated commodities chart, and reports of processed end products. This website is accessible from any computer with Internet access; the computer does not have to be located in the school.

Each school should have one *user* and a *back-up*. If your school contracts with a food service management company (FSMC), it is still very important that someone from the school access the ICS on a regular basis.

1. Before you can access the ICS website, you must register as a first time user. In order to do this, click on *ICS User Registration Form* located on the Food Distribution Program (FDP) website ([www.isbe.net/business.htm](http://www.isbe.net/business.htm)). Print, complete, and fax to 217/782-4550. Please indicate if you are replacing a former employee so we can make them inactive. Once we have you registered, you will receive an email from our office confirming your login identification and password.
2. Make note of your login identification and password for later reference. Keep them in a safe place. If you forget your password, the ICS will allow you to retrieve it by answering a security question you will set up the first time you log in.
3. To access the ICS, connect to the Internet.
4. Type in the Food Distribution Program's (FDP's) website address ([www.isbe.net/business.htm](http://www.isbe.net/business.htm)). (Save this as a favorite to eliminate the need to reenter it each time you logon.) Near the bottom of the page, click on *Illinois Commodity System*. This will link you to the ICS Login screen. Login with your login identification and password. (We recommend you always access the FDP website first, and then link to ICS from that site.)
5. Once logged in, you will be able to view messages on the message board that contain current and time-sensitive information. This message board is ISBE's Food Distribution Program staff's primary means of communication to schools. We recommend schools look at the message board frequently to review any new messages.
6. To assist you in navigating this site, the *ICS Instruction Manual* and the *Annual Commodity Order Instructions* are available on the FDP's website.