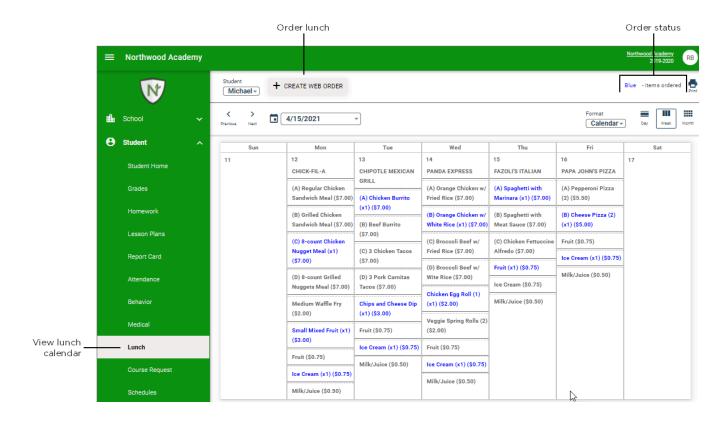
Family Portal - Lunch Orders (Method 1)

Purpose	Schools who have debit accounts for their cafeteria accounting system can share this information to help your parents order lunch for their students in FACTS Family Portal.
Related Articles	Configure Family Portal for Lunch Ordering Family Portal - Prepaid Lunch Orders (Method 2)

Family Portal Lunch Calendar

Parents may log into **Family Portal** and order lunch for their students. As soon as their order is submitted through Family Portal, it displays in FACTS SIS. If the order is changed in FACTS SIS, the change is immediately reflected on Family Portal.

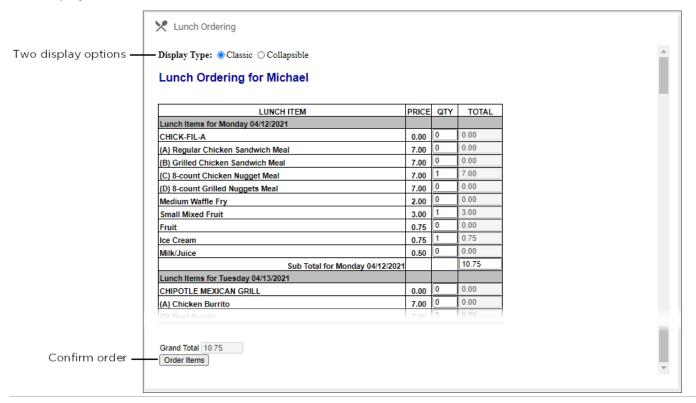




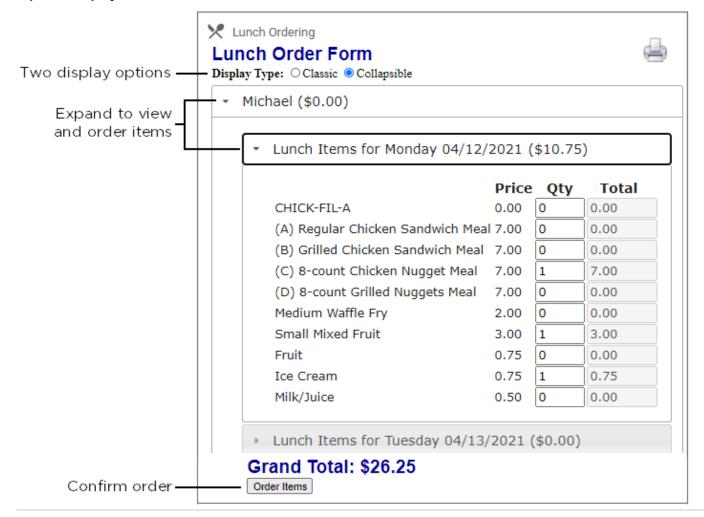
Place a lunch order

- 1. In your Internet browser, navigate to https://factsmgt.com and click Family Log in.
- 2. Select FACTS Family Portal.
- 3. Type your school's district code, your username, and password.
- 4. When Family Portal displays, click = if the left navigation menu does not display.
- 5. Click Student, then select Lunch.
- 6. Click +CREATE WEB ORDER.
 Parents can select Classic or Collapsible display types.

Classic display



Collapsible display



- 7. Click the student name for which you wish to place an order.

 The **Lunch Order Form** expands listing each date an order may be placed.
- 8. Click the date to place an order.
- 9. Type the number of items to order for the student in the Quantity column. The Total column displays the cost.
- 10. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
- 11. Click **Order Items**. The charges will now display for the student on their Family Portal portal to be paid on the **Financial** screen.



Note

- For schools using <u>Lunch Method 1</u> (charges are created after lunch is eaten):
- Parents may modify the order between the Begin and End dates on the <u>Configure Family</u> <u>Portal</u> screen.
- Cashiers may edit lunch orders in <u>Confirm Cafeteria Orders</u>.
- Teachers may edit in the <u>Lunch area of Classroom</u> for attendance-enabled classes.



When parents order through Family Portal, only the first meal per student is discounted. Schools may
discount additional meals per student by making adjustments in Cafeteria Orders.