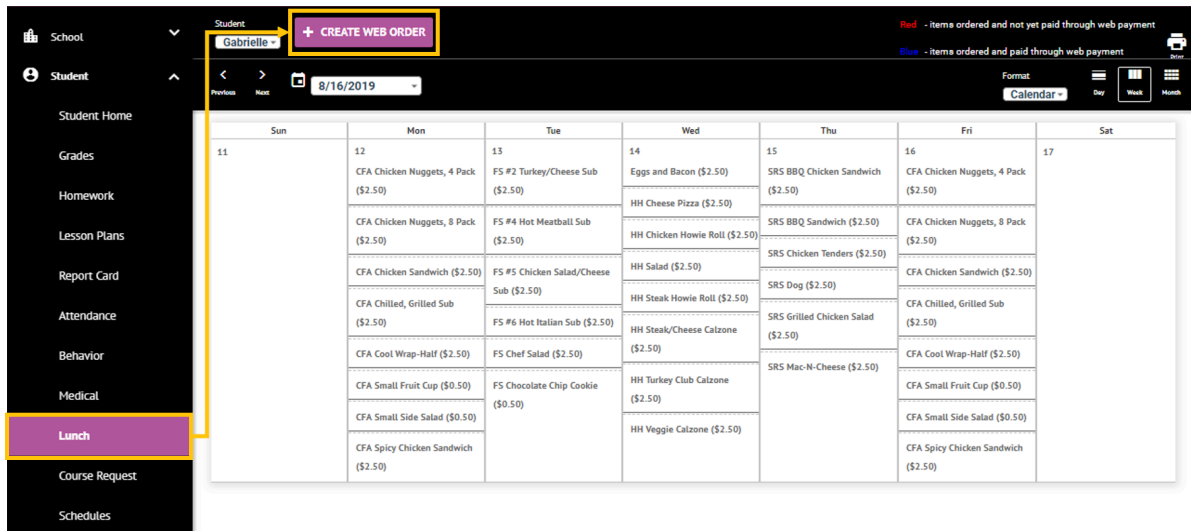


Lunch Ordering

Parents may log into FACTS Family Portal or use the APP to order lunch for their students.

- After logging into Family Portal, click **Student Information**.
- Click **Lunch**. The Lunch calendar displays.



- Click **Create Web Order** to create a lunch order for the student. **The Lunch Order Form** displays, listing each student in the family.
- 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.

Lunch Item	Price	Quantity	Total
CFA Chicken Nuggets, 4 Packs	\$4.00	0	\$0.00
CFA Chicken Nuggets, 8 Packs	\$4.00	0	\$0.00
CFA Chicken Sandwich	\$4.00	0	\$0.00
CFA Chilled, Grilled Sub	\$4.00	0	\$0.00
CFA Cool Wrap-Half	\$4.00	0	\$0.00
CFA Small Fruit Cup	\$1.00	0	\$0.00
CFA Small Side Salad	\$1.00	0	\$0.00
CFA Spicy Chicken Sandwich	\$4.00	0	\$0.00

GRAND TOTAL: \$2.50

SUBMIT ORDER

- Click the date to place an order. The **Lunch Item** list expands.
- Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.
- Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
- Click **Submit Order**.