

# Ordering Lunch on Family Portal

## 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.

The screenshot shows the Family Portal interface for The First Academy. The top navigation bar includes the school name and a user profile icon. Below this, there's a student selection dropdown (currently showing 'Ross') and a '+ CREATE WEB ORDER' button. A date selector is set to '1/8/2021'. A legend indicates: Red - items ordered and not yet paid through web payment; Blue - items ordered and paid through web payment; Green - items ordered, paid, and changed by school. The main content is a calendar grid for the week of 1/8/2021. The 'Lunch' option is highlighted in the left navigation menu. The calendar cells contain lists of lunch items and their prices for each day of the week.

## Place a lunch order

1. In your Internet browser, navigate to <https://factsmgt.com> and click **Log In Here**.
2. Click **Family Portal Login**.
3. Type your school's district code, your username, and password.
4. When Family Portal displays, click the Menu icon if the left navigation menu does not display.
5. Click **Student**, then select **Lunch**.
6. Click **+CREATE WEB ORDER**.
7. Click the student name for which you wish to place an order.
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 **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
12. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete.