

New 20-21 Lunch Ordering Through Facts SIS

Parents will log into **Family Portal** and order lunch for their students by Wednesday for the following week. 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.

1. After logging into Family Portal, click **Student Information**.
2. Click **Lunch**.

The **Lunch** calendar displays

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12 CFA Chicken Nuggets, 4 Pack (\$2.50) CFA Chicken Nuggets, 8 Pack (\$2.50) CFA Chicken Sandwich (\$2.50) CFA Chilled, Grilled Sub (\$2.50) CFA Cool Wrap-Half (\$2.50) CFA Small Fruit Cup (\$0.50) CFA Small Side Salad (\$0.50) CFA Spicy Chicken Sandwich (\$2.50)	13 FS #2 Turkey/Cheese Sub (\$2.50) FS #4 Hot Meatball Sub (\$2.50) FS #5 Chicken Salad/Cheese Sub (\$2.50) FS #6 Hot Italian Sub (\$2.50) FS Chef Salad (\$2.50) FS Chocolate Chip Cookie (\$0.50)	14 Eggs and Bacon (\$2.50) HH Cheese Pizza (\$2.50) HH Chicken Howie Roll (\$2.50) HH Salad (\$2.50) HH Steak Howie Roll (\$2.50) HH Steaks/Cheese Calzone (\$2.50) HH Turkey Club Calzone (\$2.50) HH Veggie Calzone (\$2.50)	15 SRS BBQ Chicken Sandwich (\$2.50) SRS BBQ Sandwich (\$2.50) SRS Chicken Tenders (\$2.50) SRS Dog (\$2.50) SRS Grilled Chicken Salad (\$2.50) SRS Mac-N-Cheese (\$2.50)	16 CFA Chicken Nuggets, 4 Pack (\$2.50) CFA Chicken Nuggets, 8 Pack (\$2.50) CFA Chicken Sandwich (\$2.50) CFA Chilled, Grilled Sub (\$2.50) CFA Cool Wrap-Half (\$2.50) CFA Small Fruit Cup (\$0.50) CFA Small Side Salad (\$0.50) CFA Spicy Chicken Sandwich (\$2.50)	17

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

Gabrielle Allison (\$2.50)

George Abraham (\$0.00)

Lunch Items for Friday 08/16/2019 (\$0.00)

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

Lunch Items for Monday 08/19/2019 (\$0.00)

Silas Abraham (\$0.00)

Quantity may include items previously ordered.

GRAND TOTAL: \$2.50

SUBMIT ORDER

5. Click the date to place an order.
- The **Lunch Item** list expands.
6. Type the number of items to order for the student in the **Quantity** column.
- The **Total** column displays the cost.
7. Repeat for all dates and all students.
- The **Grand Total** is listed at the bottom.
8. Click **Submit Order**. The charges will now display for the student on their Family Portal. Charges will be deducted on the 15th and end of month. ©2020 FACTS. All rights reserved.