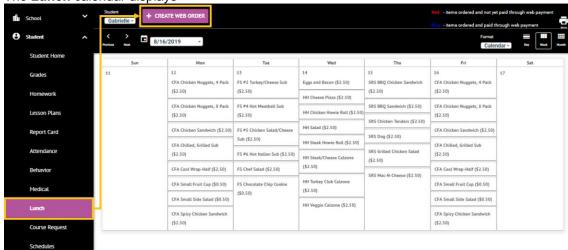
New 20-21 Lunch Ordering Through Facts SIS

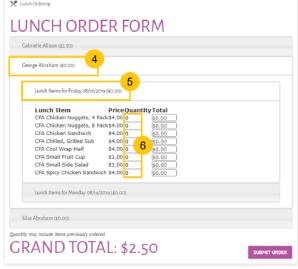
Parents will log into **Family Portal** and order lunch for their students by Wednesday for the following week. As soon as their order is submitted through Family Portal, it displays in FACTS SIS. If the order is changed in FACTS SIS, the change is immediately reflected on Family Portal.

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

The **Lunch** calendar displays



- 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.



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.