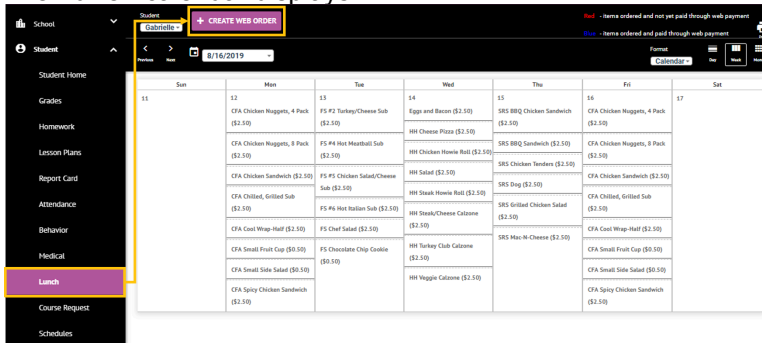


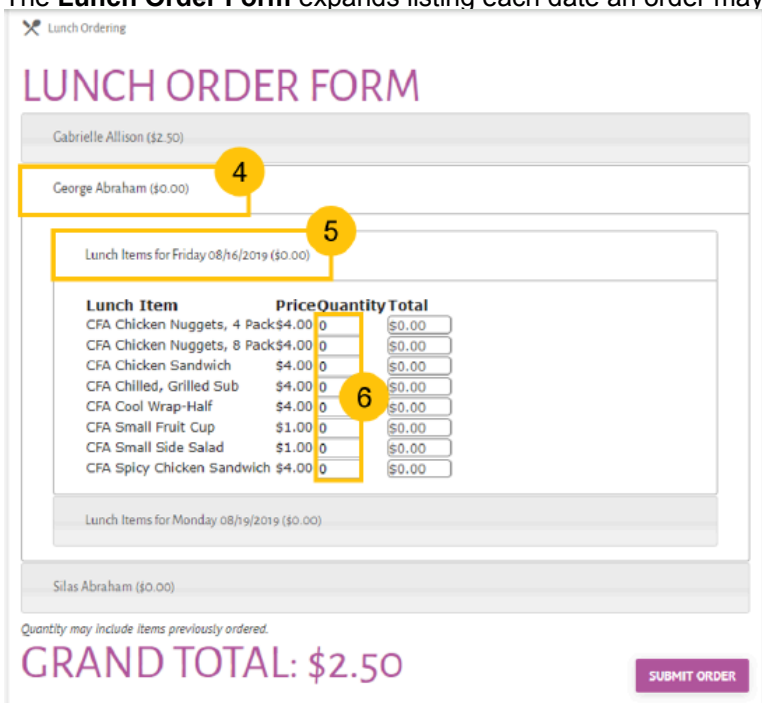
Family Portal Ordering

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.

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 portal to be paid on the **Financial** screen.

Note: Staff may edit submitted orders either in **Lunch Verification** or the **Lunch** area of Classroom for attendance-enabled classes.