

## Lunch Ordering Instructions

1. Sign in to your Family Portal.
2. On the left hand side, click on the “Student” tab then click on the “Lunch” option.
3. At the top, click on the blue box that says “Create Web Order”. Please give this a minute as it takes the system time to prepare.
4. Click on child’s name.
5. Click on the day you wish to order.
6. Fill in your child’s requested order. Make sure to put a 1 for each item that you would like to order. Continue this process for each day you wish to order.
7. If needed, click on additional child’s name and follow above steps.
8. Double check your order for each child. Select payment and follow all the way through to the bottom of the screen and select “Submit Order”.

\*Lunch ordering will close Wednesday evening at 9:00pm of the prior week.

### Troubleshooting:

- Make sure you have restarted or refreshed whatever device you are utilizing the first time you place an order.
- We have found that ordering works best with the Google Chrome browser.
- Credit card should be up to date and the same card you are using for your FACTS account.

### Please note:

- You will receive an email confirmation if your order was placed successfully.
- Orders cannot be changed once placed.
- The Lunch Coordinator is unable to place orders.
- Please be mindful of field trips and class specific events when ordering months in advance.