

Family Portal - Lunch Orders (Method 1)

Purpose	Schools who have debit accounts for their cafeteria accounting system can share this information to help your parents order lunch for their students in FACTS Family Portal.
Background	Configure Family Portal for Lunch Ordering
Related Topics	Family Portal - Prepaid Lunch Orders (Method 2)

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.


Order lunch Order status

View lunch calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12	13	14	15	16	17
	CHICK-FIL-A	CHIPOTLE MEXICAN GRILL	PANDA EXPRESS	FAZOLI'S ITALIAN	PAPA JOHN'S PIZZA	
	(A) Regular Chicken Sandwich Meal (\$7.00)	(A) Chicken Burrito (x1) (\$7.00)	(A) Orange Chicken w/ Fried Rice (\$7.00)	(A) Spaghetti with Marinara (x1) (\$7.00)	(A) Pepperoni Pizza (2) (\$5.50)	
	(B) Grilled Chicken Sandwich Meal (\$7.00)	(B) Beef Burrito (\$7.00)	(B) Orange Chicken w/ White Rice (x1) (\$7.00)	(B) Spaghetti with Meat Sauce (\$7.00)	(B) Cheese Pizza (2) (x1) (\$5.00)	
	(C) 8-count Chicken Nugget Meal (x1) (\$7.00)	(C) 3 Chicken Tacos (\$7.00)	(C) Broccoli Beef w/ Fried Rice (\$7.00)	(C) Chicken Fettuccine Alfredo (\$7.00)	Fruit (\$0.75)	
	(D) 8-count Grilled Nuggets Meal (\$7.00)	(D) 3 Pork Carnitas Tacos (\$7.00)	(D) Broccoli Beef w/ White Rice (\$7.00)	Fruit (x1) (\$0.75)	Ice Cream (x1) (\$0.75)	
	Medium Waffle Fry (\$2.00)	Chips and Cheese Dip (x1) (\$3.00)	Chicken Egg Roll (1) (x1) (\$2.00)	Milk/Juice (\$0.50)	Milk/Juice (\$0.50)	
	Small Mixed Fruit (x1) (\$3.00)	Fruit (\$0.75)	Veggie Spring Rolls (2) (\$2.00)			
	Fruit (\$0.75)	Ice Cream (x1) (\$0.75)	Fruit (\$0.75)			
	Ice Cream (x1) (\$0.75)	Milk/Juice (\$0.50)	Ice Cream (x1) (\$0.75)			
	Milk/Juice (\$0.50)		Milk/Juice (\$0.50)			

Note
Blue - items ordered by parent or staff member

Place a lunch order

1. In your Internet browser, navigate to <https://factsmgt.com> and click **Parent Log in**.
2. Select **FACTS Family Portal**.
3. Type your school's district code, your username, and password.
4. When Family Portal displays, click  if the left navigation menu does not display.
5. Click **Student**, then select **Lunch**.
6. Click **+CREATE WEB ORDER**.
Parents can select **Classic** or **Collapsible** display types.

Classic display

Two display options — Display Type: Classic Collapsible

Lunch Ordering for Michael

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Monday 04/12/2021			
CHICK-FIL-A	0.00	0	0.00
(A) Regular Chicken Sandwich Meal	7.00	0	0.00
(B) Grilled Chicken Sandwich Meal	7.00	0	0.00
(C) 8-count Chicken Nugget Meal	7.00	1	7.00
(D) 8-count Grilled Nuggets Meal	7.00	0	0.00
Medium Waffle Fry	2.00	0	0.00
Small Mixed Fruit	3.00	1	3.00
Fruit	0.75	0	0.00
Ice Cream	0.75	1	0.75
Milk/Juice	0.50	0	0.00
Sub Total for Monday 04/12/2021			10.75
Lunch Items for Tuesday 04/13/2021			
CHIPOTLE MEXICAN GRILL	0.00	0	0.00
(A) Chicken Burrito	7.00	0	0.00

Grand Total 10.75

Confirm order —

Collapsible display

Two display options — **Display Type:** Classic Collapsible

Expand to view and order items —

Michael (\$0.00)

▼ Lunch Items for Monday 04/12/2021 (\$10.75)

	Price	Qty	Total
CHICK-FIL-A	0.00	<input type="text" value="0"/>	0.00
(A) Regular Chicken Sandwich Meal	7.00	<input type="text" value="0"/>	0.00
(B) Grilled Chicken Sandwich Meal	7.00	<input type="text" value="0"/>	0.00
(C) 8-count Chicken Nugget Meal	7.00	<input type="text" value="1"/>	7.00
(D) 8-count Grilled Nuggets Meal	7.00	<input type="text" value="0"/>	0.00
Medium Waffle Fry	2.00	<input type="text" value="0"/>	0.00
Small Mixed Fruit	3.00	<input type="text" value="1"/>	3.00
Fruit	0.75	<input type="text" value="0"/>	0.00
Ice Cream	0.75	<input type="text" value="1"/>	0.75
Milk/Juice	0.50	<input type="text" value="0"/>	0.00

► Lunch Items for Tuesday 04/13/2021 (\$0.00)

Grand Total: \$26.25

Confirm order —

7. 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.
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 **Order Items**. The charges will now display for the student on their Family Portal portal to be paid on the **Financial** screen.



Note

- For schools using [Lunch Method 1](#) (charges are created after lunch is eaten):
 - Parents may modify the order between the Begin and End dates on the [Configure Family Portal](#) screen.
 - Cashiers may edit lunch orders in [Lunch Verification](#).