

Instructions for Ordering Lunch

- Log into your FACTS SIS Family Portal page
- Click on the 3 bars next to the words “Family Portal”
- Click on Student (down the left hand side of your screen)
- Click on Lunch
- Click on Create Web Order (in the blue box above the date)
- Click on each child’s name, then click on the day of the week you want to order for
- Put in the number of lunches you want to order for that day (you’ll need to do the last two steps for each child individually)
- Scroll down and click Submit Order.
- This will then take you to your payment page. Put in your payment information (you can save your payment information so you only have to enter it once), then click Submit Payment.
- **Once your payment has been submitted you WILL receive a confirmation email from FACTS SIS. If you don’t receive an email from them, something happened and your payment didn’t go through. Log back into your FACTS account to make sure you completed the process by submitting your payment.**