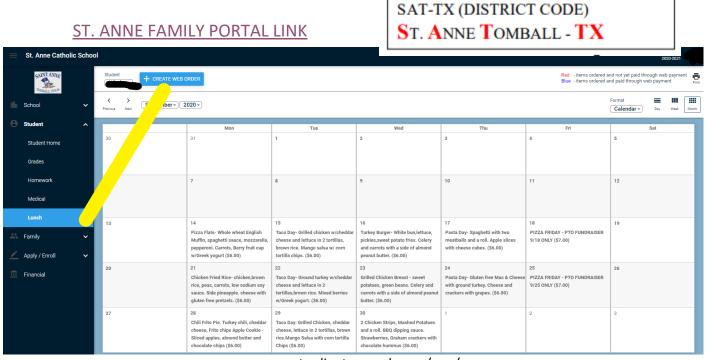
Family Portal Ordering - Parent View

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.



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

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.
- Type the number of items to order for the student in the Quantity column. The Total column displays the cost.
- Repeat for all dates and all students. The Grand Total is listed at the bottom.
- Click Submit Order. The charges will now display for the student on their Family Portal to be paid on the Financial screen.

Gai	brielle Allison (\$2.50)
Ce	orge Abraham (\$0.00)
	5
	Lunch Items for Friday 08/16/2019 (\$0.00)
	Lunch Item PriceQuantityTotal
	CFA Chicken Nuggets, 4 Pack\$4.00 0 \$0.00
	CFA Chicken Nuggets, 8 Pack\$4.00 0 \$0.00
	CFA Chicken Sandwich \$4.00 0 \$0.00
	CFA Chilled, Grilled Sub \$4.00 0 6 50.00
	CFA Cool Wap-Hall 34.00 0 - 50.00
	CFA Small Fruit Cup \$1.00 0 \$0.00
	CFA Small Side Salad \$1.00 0 \$0.00
	CFA Spicy Chicken Sandwich \$4.00 0 \$0.00
	Lunch Items for Monday 08/19/2019 (\$0.00)