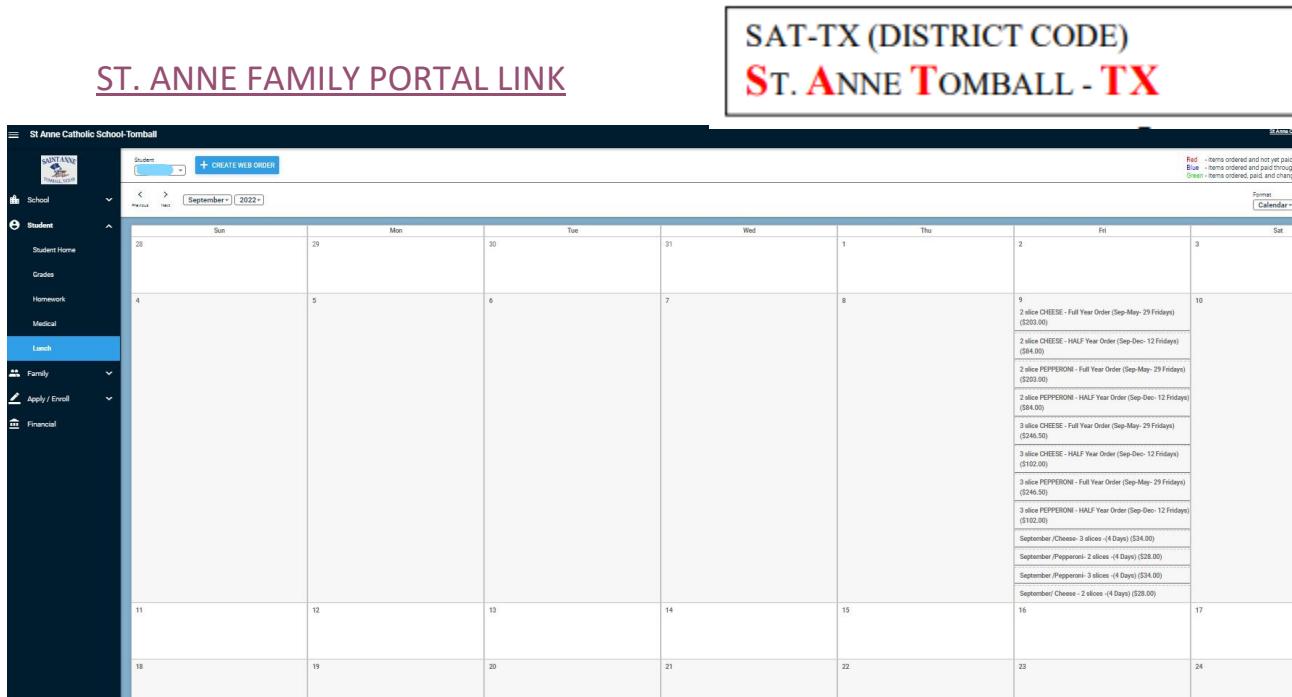


Family Portal Ordering - Parent View

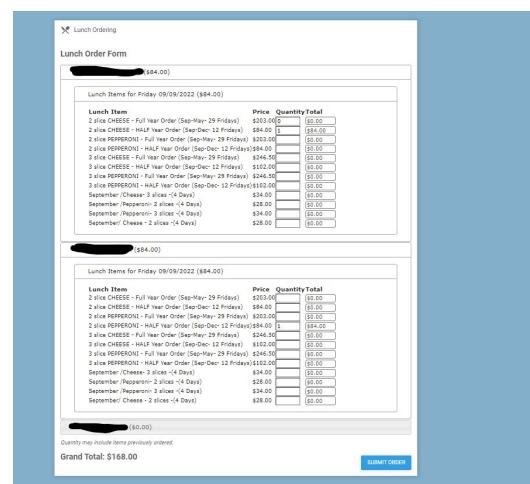
Parents may log into **Family Portal** and order lunch for their students.



The screenshot shows the St. Anne Family Portal interface. On the left, a sidebar lists categories: School, Student (Student Home, Grades, Homework, Medical, **Lunch**), Family, Apply / Enroll, and Financial. The main area is a calendar for September 2022. The days of the week are labeled: Sun, Mon, Tue, Wed, Thu, Fri, Sat. Specific dates are highlighted with blue boxes: 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24. To the right of the calendar, a box contains the text: "SAT-TX (DISTRICT CODE)" in blue and "ST. ANNE TOMBALL - TX" in red. Below the calendar, a legend indicates: Red - items ordered and not yet paid for; Blue - items ordered and paid through the portal; Green - items ordered, paid and changed to.

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



The screenshot shows the Lunch Order Form. It displays two sections of expanded order details for different students. Each section has a header with the student's name and a table with columns: Lunch Item, Price, and Quantity/Total. The first section is for "Lunch Items for Friday 09/09/2022 (\$84.00)". The second section is for "Lunch Items for Friday 09/09/2022 (\$84.00)". At the bottom of each section, there is a "Grand Total" of \$168.00 and a "SUBMIT ORDER" button.

Lunch Item	Price	Quantity/Total
2 slice CHEESE - Full Year Order (Sep-May- 29 Fridays)	\$103.00	(52.00)
2 slice CHEESE - Half Year Order (Sep-May- 12 Fridays)	\$84.00	(12.00)
2 slice PEPPERONI - Full Year Order (Sep-May- 29 Fridays)	\$94.00	(52.00)
2 slice PEPPERONI - Half Year Order (Sep-May- 12 Fridays)	\$84.00	(12.00)
3 slice CHEESE - Full Year Order (Sep-May- 29 Fridays)	\$120.00	(52.00)
3 slice CHEESE - Half Year Order (Sep-May- 12 Fridays)	\$102.00	(12.00)
3 slice PEPPERONI - Full Year Order (Sep-May- 29 Fridays)	\$124.50	(52.00)
3 slice PEPPERONI - Half Year Order (Sep-May- 12 Fridays)	\$106.50	(12.00)
September /Cheese 3 slices -4 Days)	\$34.00	(4.00)
September /Pepperoni 2 slices -4 Days)	\$32.00	(4.00)
September /Pepperoni 3 slices -4 Days)	\$34.00	(4.00)
September /Cheese - 2 slices -4 Days)	\$28.00	(4.00)

Grand Total: \$168.00

Submit Order