

# How to Order Lunch in FACTS

1. In your Internet browser, navigate to <https://factsmgt.com> and click **Family Login**.
2. Select **FACTS Family Portal**.
3. Type your school's district code (**MILWAUKEE-DIO**), your username, and password.
4. Select **'Student' > 'Lunch'**
5. Select **'Create Web Order'** - if you have multiple students, select the drop down for the student you would like to order for

The screenshot shows the FACTS Family Portal interface. A red arrow labeled '1' points to the 'MILWAUKEE-DIO' district code field. A red arrow labeled '2' points to the 'Student' link in the left sidebar. A red arrow labeled '3' points to the 'Lunch' link in the left sidebar. A red arrow labeled '4' points to the 'Student' dropdown menu. A red arrow labeled '5' points to the '+ CREATE WEB ORDER' button. The main content area displays a calendar for September 2026, with lunch items listed for each day. A legend on the right indicates: Red - items ordered and not yet paid through web payment, Blue - items ordered and paid through web payment, Green - items ordered, paid, and changed by school.

6. Click the **date** to place an order
7. Type the **number of items** to order for the student in the quantity column. The total column displays the cost.

The screenshot shows the lunch order form. The 'Lunch Items for Monday 09/21/2026 (\$3.00)' section is highlighted with a red box. Below this, the 'Lunch Item' column lists 'Salami & Provalone Croissant & Gogurt \$3.00'. The 'Quantity' column has a red box around the number '1'. The 'Price' column shows '\$3.00'. A red arrow points to the '\$3.00' value. The 'Total' column shows '\$3.00'.

8. Repeat for all dates & all students. The grand total will be listed at the bottom.
9. Click **Submit Order**. The Online Lunch Payment screen displays after you place your order.
10. Type **payment information** and click **Submit**.
  - a. Please wait a few seconds for the payment transaction to complete.
  - b. An email confirmation of your payment will be sent to you.

**Please note:**

- Items paid for will show on the calendar in blue
- Items NOT paid for will show on the calendar in red
  - If red your child's order will NOT be included in our final counts

**How to Order Extras**

Follow the steps above, when you get to step #7 enter the quantity for the 'Extra' item in the quantity section

|                                               |              |                      |              |
|-----------------------------------------------|--------------|----------------------|--------------|
| Lunch Items for Tuesday 09/08/2026 (\$0.00)   |              |                      |              |
| Lunch Items for Wednesday 09/09/2026 (\$0.00) |              |                      |              |
| Lunch Items for Thursday 09/10/2026 (\$0.00)  |              |                      |              |
| <b>Lunch Item</b>                             | <b>Price</b> | <b>Quantity</b>      | <b>Total</b> |
| Sloppy Joe & Corn                             | \$3.00       | <input type="text"/> | \$0.00       |
| Sloppy Joe & Corn + Extra                     | \$4.00       | <input type="text"/> | \$0.00       |

**How to View Orders**

1. Go to FACTS Family Portal
2. Select **'Student'**
3. Select **'Lunch'**
4. Select **'Month'** view
5. Any orders in **blue** mean you have ordered and paid for
6. Any orders in **red** mean you have not paid for and will not be in our final count
7. You can also print this calendar with the color key too by selecting the print icon

MILWAUKEE-DIO

St Joseph School

2026-2027 | T1

SJS

School

Student

Student Home

Attendance

Medical

Lunch

Portfolio

Schedules

Family

Apply / Enroll

Financial

Student

If you have more than one child, select the drop down

September - 2026

Calendar

Sun

Mon

Tue

Wed

Thu

Fri

Sat

|    |                                                                                                                                                  |                                                                                                                                        |                                                                                                                                              |                                                                                                           |                                                                                                                                                                                                                                |    |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 30 | 31                                                                                                                                               | 1                                                                                                                                      | 2                                                                                                                                            | 3                                                                                                         | 4                                                                                                                                                                                                                              | 5  |
| 6  | 7                                                                                                                                                | <div>Meatball Sandwich (\$3.00)</div> <div>Meatball Sandwich + Extra (\$4.00)</div>                                                    | <div>Macaroni &amp; Cheese (\$3.00)</div> <div>Macaroni &amp; Cheese + Extra (\$4.00)</div>                                                  | <div>Sloppy Joe &amp; Corn (\$3.00)</div> <div>Sloppy Joe &amp; Corn + Extra (\$4.00)</div>               | <div>Chicken Parmesean (\$3.00)</div> <div>Plain Chicken Sandwich (\$3.00)</div> <div>Chicken Parmesean Sandwich + Extra (\$4.00)</div> <div>Plain Chicken Sandwich + Extra (\$4.00)</div>                                     | 12 |
| 13 | <div>Chili Dog (\$3.00)</div> <div>Chili Dog + Extra (\$4.00)</div> <div>Hot Dog + Extra (\$4.00)</div> <div>Hot Dog (x1) (\$3.00)</div>         | <div>Sweedish Meatballs &amp; Mashed Potatoes + Extra (\$4.00)</div> <div>Sweedish Meatballs &amp; Mashed Potatoes (x1) (\$3.00)</div> | <div>Cheese Quesadilla &amp; Grandma Tina's Rice + Extra (\$4.00)</div> <div>Cheese Quesadilla &amp; Grandma Tina's Rice (x1) (\$3.00)</div> | <div>Mostaccioli &amp; Buttered Bread (\$3.00)</div> <div>Mostaccioli Butter Bread + Extra (\$4.00)</div> | <div>Pancake/Sausage on a Stick, Hashbrowns, Yogurt Bar (\$3.00)</div> <div>Pancake/Sausage on a Stick &amp; Hashbrowns &amp; Yogurt + Extra (\$4.00)</div>                                                                    | 19 |
| 20 | <div>Salami &amp; Provelone Croissant &amp; Gogurt + Extra (\$4.00)</div> <div>Salami &amp; Provelone Croissant &amp; Gogurt (x1) (\$3.00)</div> | <div>Cheese Ravioli (\$3.00)</div> <div>Cheese Ravioli + Extra (\$4.00)</div>                                                          | <div>Chicken Patty on a Bun &amp; Baked Beans + Extra (\$4.00)</div> <div>Chicken Patty on a Bun &amp; Baked Beans (x1) (\$3.00)</div>       | <div>Corn Dog &amp; String Cheese (\$3.00)</div> <div>Corn Dog &amp; String Cheese + Extra (\$4.00)</div> | <div>Hamburger &amp; Potato Chips (\$3.00)</div> <div>Cheeseburger &amp; Potato Chips + Extra (\$4.00)</div> <div>Hamburger &amp; Potato Chips + Extra (\$4.00)</div> <div>Cheeseburger &amp; Potato Chips (x1) (\$3.00)</div> | 26 |
| 27 | <div>Hot Ham on a Bun &amp; Corn + Extra (\$4.00)</div> <div>Hot Ham on a Bun &amp; Corn (x1) (\$3.00)</div>                                     | <div>Chicken Alfredo (\$3.00)</div> <div>Chicken Alfredo + Extra (\$4.00)</div>                                                        | <div>Tagalitos &amp; Grandma Tina's Mexican Rice (\$3.00)</div>                                                                              | 1                                                                                                         | 2                                                                                                                                                                                                                              | 3  |

Please also see [this article](#) in the Family Resource Center

([https://www.nbshubhelp.com/Family\\_Resource\\_Center/FACTS\\_SIS/Order\\_Prepaid\\_Lunch\\_in\\_Family\\_Portal](https://www.nbshubhelp.com/Family_Resource_Center/FACTS_SIS/Order_Prepaid_Lunch_in_Family_Portal))