


Ordering Lunch on the Family Portal

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.

Note

- **Red** - items ordered and not yet paid through web payment
- **Blue** - items ordered and paid through web payment
- **Green** - items ordered and paid through web payment, then modified by school

Place a lunch order

1. In your Internet browser, navigate to <https://factsmgt.com> and click **Family Log in**.
2. Select **FACTS Family Portal**.
3. Type your school's district code (MA-NC), 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**.
7. Click the student's 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 **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
12. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete.

Lunch Ordering
Lunch Order Form

Briella Adcock (\$0.00)

Ross Adcock (\$4.75)

Lunch Items for Friday 01/15/2021 (\$4.75)

Lunch Item	Price	Quantity	Total
Cheeseburger, Fries, Corn	\$4.25	1	\$4.25
Chicken Nugget, Corn, Mash Potatoes	\$5.00	<input type="text"/>	\$0.00
Chips	\$0.50	1	\$0.50
Green Beans - Mashed Potatoes - Roast	\$6.23	<input type="text"/>	\$0.00
Green Beans / Mashed Potatoes / Roast	\$6.00	<input type="text"/>	\$0.00
Hot Lunch	\$5.00	<input type="text"/>	\$0.00
Ice Cream Sandwich	\$1.25	<input type="text"/>	\$0.00
Milk-Strawberry	\$0.75	<input type="text"/>	\$0.00
Pizza	\$2.00	<input type="text"/>	\$0.00
Spaghetti and Toast	\$3.00	<input type="text"/>	\$0.00
Turkey Burger, Chips, Corn	\$4.25	<input type="text"/>	\$0.00
Vegan Sandwich, Chips, Drink	\$5.00	<input type="text"/>	\$0.00

Quantity may include items previously ordered.

Grand Total: \$4.75

SUBMIT ORDER

Order lunch Order status

The First Academy The First Academy 2020-2021

Student: **Ross** + CREATE WEB ORDER

1/8/2021 Format: Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	8	9
	Cheeseburger, Fries, Corn (\$4.25)	Cheeseburger, Fries, Corn (\$4.25)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)
	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chips (\$0.50)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chips (\$0.50)	Chips (\$0.50)
	Chips (\$0.50)	Chips (\$0.50)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Chips (\$0.50)	Green Beans - Mashed Potatoes / Roast (\$6.00)	Green Beans - Mashed Potatoes / Roast (\$6.00)
	Green Beans - Mashed Potatoes - Roast (\$6.23)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Hot Lunch (\$5.00)	Hot Lunch (\$5.00)
	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Hot Lunch (\$5.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)
	Hot Lunch (\$5.00)	Hot Lunch (\$5.00)	Pizza (\$2.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Pizza (\$2.00)	Pizza (\$2.00)
	Ice Cream Sandwich (\$1.25)	Ice Cream Sandwich (\$1.25)	Turkey Burger, Chips, Corn (\$4.25)	Pizza (\$2.00)	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)
	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)
	Pizza (\$2.00)	Pizza (\$2.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)
	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Cheeseburger, Fries, Corn (\$4.25)	Cheeseburger, Fries, Corn (\$4.25)	Cheeseburger, Fries, Corn (\$4.25)	Cheeseburger, Fries, Corn (\$4.25)
	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Hot Lunch (x1) (\$5.00)	Hot Lunch (x1) (\$5.00)	Hot Lunch (x1) (\$5.00)	Hot Lunch (x1) (\$5.00)
	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Ice Cream Sandwich (x1) (\$1.25)	Ice Cream Sandwich (x1) (\$1.25)	Ice Cream Sandwich (x1) (\$1.25)	Ice Cream Sandwich (x1) (\$1.25)
			Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)

View lunch calendar