

# Hot Lunch How To

NOTRE DAME CATHOLIC SCHOOL

## 1. VISIT FACTSMGT.COM AND LOGIN TO YOUR FACTS FAMILY PORTAL

a. Remember our District Code is ND-IN

b. Also remember to be the FACTS

Financially Responsible Parent logging in (this is the parent who does the Enrollment / Reenrollment)



## 2. ONCE YOU ARE AT THE HOME PAGE, CLICK STUDENT.



# Hot Lunch How To

NOTRE DAME CATHOLIC SCHOOL

3. NEXT CLICK ON LUNCH
4. NEXT SELECT THE DATE YOU ARE ORDERING FOR ALONG WITH THE STUDENT IF YOU HAVE MULTIPLE CHILDREN. THE FIRST MONTH YOU CAN ORDER IS MARCH.

The screenshot shows the 'Notre Dame Catholic School' lunch ordering portal. The top navigation bar includes the school name and a 'CREATE WEB ORDER' button. A legend in the top right corner defines color coding: Red for items ordered but not yet paid for, Blue for items ordered and paid for, and Green for items ordered, paid for, and changed by the school. The main content area features a calendar for the week of 3/1/2023. The calendar grid shows the following lunch items:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Cheese Pizza (\$1.50) Chips (\$1.50) Cookies (\$0.75) Pepperoni Pizza (\$1.50) Pop (\$1.25) Sausage Pizza (\$1.50)	2 Chicken Fingers (3) w/ chips (\$5.75) Mostaccioli w/ butter & breadstick (\$5.75) Mostaccioli w/ marinara & breadstick (\$5.75)	3	4

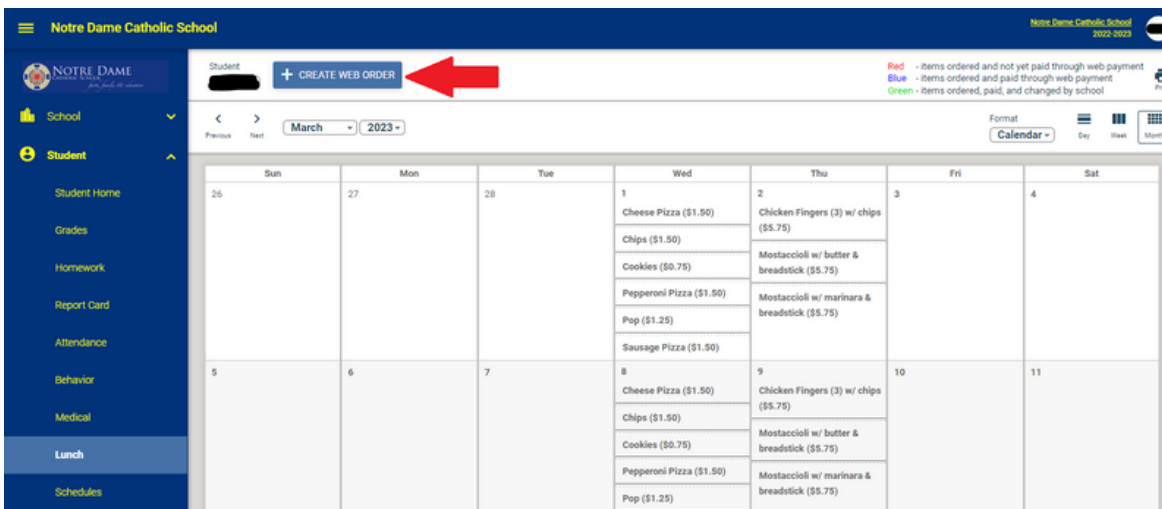
UP IN THE RIGHT HAND CORNER YOU CAN CUSTOMIZE YOUR VIEW FOR THE WEEK OR BY THE MONTH.



# Hot Lunch How To

NOTRE DAME CATHOLIC SCHOOL

5. NEXT YOU WILL CLICK CREATE A WEB ORDER.



The screenshot shows the Notre Dame Catholic School web portal. A red arrow points to the '+ CREATE WEB ORDER' button. The page displays a calendar for March 2023 with a list of lunch items for each day. A legend 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.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1 Cheese Pizza (\$1.50) Chips (\$1.50) Cookies (\$0.75) Pepperoni Pizza (\$1.50) Pop (\$1.25) Sausage Pizza (\$1.50)	2 Chicken Fingers (3) w/ chips (\$5.75) Mostaccioli w/ butter & breadstick (\$5.75) Mostaccioli w/ marinara & breadstick (\$5.75)	3	4
5	6	7	8 Cheese Pizza (\$1.50) Chips (\$1.50) Cookies (\$0.75) Pepperoni Pizza (\$1.50) Pop (\$1.25)	9 Chicken Fingers (3) w/ chips (\$5.75) Mostaccioli w/ butter & breadstick (\$5.75) Mostaccioli w/ marinara & breadstick (\$5.75)	10	11

6. FROM THERE YOU WILL SELECT THE ITEMS YOU WISH TO PURCHASE AND THEN COMPLETE CHECKOUT. YOU WILL BE BILLED WITH THE PAYMENT INFORMATION YOU PROVIDED WHEN YOU ENROLLED.

