

Lunch Ordering Through Family Portal

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

The screenshot shows the Family Portal interface. On the left, a sidebar contains navigation options: School, Student, Student Home, Grades, Homework, Lesson Plans, Report Card, Attendance, Behavior, Medical, Lunch (highlighted), Course Request, and Schedules. The main area displays a calendar for the week of 8/16/2019. A yellow box highlights the 'CREATE WEB ORDER' button. The calendar shows lunch items for each day of the week, with prices listed for each item.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12	13	14	15	16	17
	CFA Chicken Nuggets, 4 Pack (\$2.50)	FS #2 Turkey/Cheese Sub (\$2.50)	Eggs and Bacon (\$2.50)	SRS BBQ Chicken Sandwich (\$2.50)	CFA Chicken Nuggets, 4 Pack (\$2.50)	
	CFA Chicken Nuggets, 8 Pack (\$2.50)	FS #4 Hot Meatball Sub (\$2.50)	HH Cheese Pizza (\$2.50)	SRS BBQ Sandwich (\$2.50)	CFA Chicken Nuggets, 8 Pack (\$2.50)	
	CFA Chicken Sandwich (\$2.50)	FS #5 Chicken Salad/Cheese Sub (\$2.50)	HH Chicken Howie Roll (\$2.50)	SRS Chicken Tenders (\$2.50)	CFA Chicken Sandwich (\$2.50)	
	CFA Chilled, Grilled Sub (\$2.50)	FS #6 Hot Italian Sub (\$2.50)	HH Salad (\$2.50)	SRS Dog (\$2.50)	CFA Chilled, Grilled Sub (\$2.50)	
	CFA Cool Wrap-Half (\$2.50)	FS Chef Salad (\$2.50)	HH Steak Howie Roll (\$2.50)	SRS Grilled Chicken Salad (\$2.50)	CFA Cool Wrap-Half (\$2.50)	
	CFA Small Fruit Cup (\$0.50)	FS Chocolate Chip Cookie (\$0.50)	HH Steak/Cheese Calzone (\$2.50)	SRS Mac-N-Cheese (\$2.50)	CFA Small Fruit Cup (\$0.50)	
	CFA Small Side Salad (\$0.50)		HH Turkey Club Calzone (\$2.50)		CFA Small Side Salad (\$0.50)	
	CFA Spicy Chicken Sandwich (\$2.50)		HH Veggie Calzone (\$2.50)		CFA Spicy Chicken Sandwich (\$2.50)	

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.

The screenshot shows the Lunch Order Form. The form displays a list of students: Gabrielle Allison (\$2.50), George Abraham (\$0.00), and Silas Abraham (\$0.00). The form is expanded for George Abraham, showing lunch items for Friday 08/16/2019 and Monday 08/19/2019. A table lists lunch items with their prices, quantities, and totals. The Grand Total is \$2.50.

Lunch Item	Price	Quantity	Total
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	\$0.00
CFA Cool Wrap-Half	\$4.00	0	\$0.00
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

GRAND TOTAL: \$2.50

SUBMIT ORDER

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.