

# Lunch Ordering Through Family Portal

Updated 10/15/2020

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 menu has 'Lunch' highlighted. At the top, a navigation bar includes a 'CREATE WEB ORDER' button. The main area displays a calendar for the week of 8/16/2019. The calendar grid shows lunch items and prices for each day from Sunday to Saturday. A yellow line connects the 'Lunch' menu item to the calendar area.

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'. It lists three students: Gabrielle Allison (\$2.50), George Abraham (\$0.00), and Silas Abraham (\$0.00). The form for George Abraham is expanded to show 'Lunch Items for Friday 08/16/2019 (\$0.00)'. A table lists various lunch items with their prices and quantity selectors. A 'GRAND TOTAL: \$2.50' is shown at the bottom, along with a 'SUBMIT ORDER' button.

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

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**.
9. You will be *invoiced*, through FACTS, for your order at the end of the month. No payment is required at the time you place your order. You may use your FACTS financial account for payment.