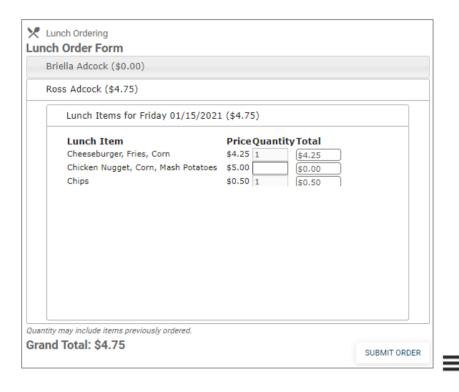
- 1. In your Internet browser, navigate to <a href="https://factsmgt.com">https://factsmgt.com</a> and click Family Log in.
- 2. Select FACTS Family Portal.
- 3. Type our district code (STAS-NY), your username, and password.
- 4. When Family Portal displays, click if the left navigation menu does not display.
- 5. Click **Student**, then select **Lunch**.
- 6. Click +CREATE WEB ORDER.
- 7. Click the student name for which you wish to place an order.

The **Lunch Order Form** expands - listing each Friday that hot lunch is available.



- 1. Click the date to place an order.
- 2. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.
- 3. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
- 4. Click **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
- 5. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete. An email confirmation of your payment will be sent to you