


1. In your Internet browser, navigate to <https://factsmgt.com> 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.

 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		\$0.00
Chips	\$0.50	1	\$0.50

Quantity may include items previously ordered.

Grand Total: \$4.75

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