

New Lunch Ordering Instructions

Starting today, the lunch menu is available for ordering on the new FACTS Family Portal. You can access the Family Portal at <https://factsmgt.com/>. The FACTS Family App is also available in both Google Play and Apple Store. Once you have created your account and logged in complete the following steps

Instructions:

- Click on the Student Tab
- Click on Lunch
- Change Calendar to November (the month view will be the easiest-available in a browser only) to see the lunch options.
- Click Create Web Order (top left side of page)
- Click on the name of the student you are ordering lunch for.
- Click on each date and enter a 1 in the quantity box for every lunch you would like to order.
- Click submit order
- Review your order and pay
- Repeat for each student.

The account associated with FACTS (previously FACTS Financial) is already associated with this lunch account. There is not a fee to use a checking/savings account. There is a fee when using a credit/debit card.

Once you have paid for your lunch order, the lunches ordered will appear blue on the calendar. Please be careful when ordering lunch.

Once an order is completed and paid for, you will not be able to order other lunches for that specific week. Please reach out to the office with any questions at 618-877-5500. The ordering window will stay open a bit longer for the first couple weeks to ensure everyone has a chance to order.

Eventually it will be closed on the Friday before as it is now.

