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## Hot Lunch Ordering Instructions

**If you haven't registered for hot lunches before, begin the process by creating your FACTS SIS account. by following the steps below:**

1. Visit [factsmgmt.com](https://factsmgmt.com)
2. Click on the "parent log in" blue dropdown at the top right corner.
3. Click the first option: **FACTS Family Online (ParentsWeb)**
4. Once the window loads, click "[Create New ParentsWeb Account](#)"
5. Enter our district code (case sensitive): **djds-co**
6. Enter the **email address you have associated in your FACTS Billing account**, then click "Create Account"
7. An email will be sent to this email address which includes a link to create your ParentsWeb login. The link is active for six hours.

**Problems creating your account? Read here.**

**If you are unsure of your email in FACTS Billing**, please log in to your FACTS billing account to verify your email address. If you are unable to create a FACTS SIS account, please try your secondary email instead. If you still cannot create your FACTS SIS account, please email Brittany James at [bjames@denverjds.org](mailto:bjames@denverjds.org) and include the email addresses with which you attempted to create your account.

**Already have a FACTS SIS account? Read here.**

After logging in to your [FACTS SIS account](#):

- You will find three tabs on the left-hand side underneath our school logo
- Click "Student" and then click "Lunch"
- From this window, you can view all of the items available for ordering for your child(ren)
- When you are ready to submit your order for your child(ren) click the tan "CREATE WEB ORDER" button at the top of the page
- We recommend using the "Collapsible" display type
- You will now be able to see your child(ren). Click any child and then any date during the upcoming lunch block.

- Select your lunches by entering the quantity of any lunch item you wish to order. Begin with the first week of the four-week block and then be sure to continue on with the same days on all subsequent weeks to ensure that your child's lunches are ordered for the entire four-week block. Each lunch that you order will be added to your grand total. ***You are encouraged, but not required, to order the same lunch each week.***
- Repeat the process for each child (if you have more than one) and check each child carefully
- The grand total will automatically calculate from your child(ren)'s order(s). Click "order items." **You will NOT receive an order confirmation.**

### **Want to check your student's lunch order after submitting it?**

- Log into your ParentsWeb account again, and click "Student" and then click "Lunch" again. (It's as if you are repeating the same steps you used to order your student's lunch.)
- From the calendar view, any items you ordered for your child will appear in **blue text**.
- If you click the "CREATE WEB ORDER" button, you will see a grand total for each student at the top of the page. If your grand total appears to be correct based off of the order for your child(ren), your order was submitted successfully, and you DO NOT need to submit your order again.
- You CAN make adjustments to your order if you forget to include any items after your initial submission. Just click on the 'Create Web Order' button at the top of the page and adjust your student's order without having to start from the beginning. Make sure you click on 'order items' at the bottom of the page after you adjust or your order won't save. Once registration closes, you can no longer make any edits.

Your orders will transfer over to your FACTS billing account.

**If you have any questions about the lunch program, please email lunch coordinator, Ori Bieder at [obieder@denverjds.org](mailto:obieder@denverjds.org). For questions about logging into your FACTS account, please contact Brittany James at [bjames@denverjds.org](mailto:bjames@denverjds.org).**