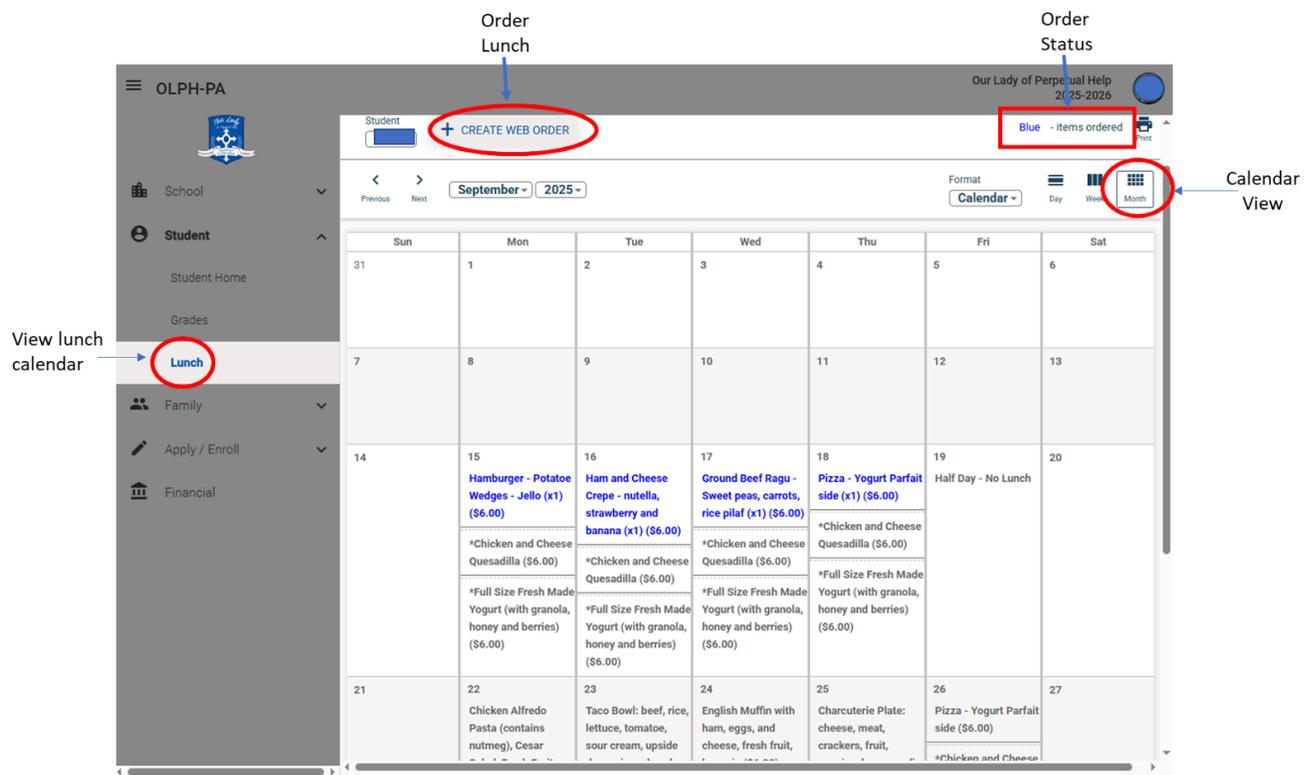


# FACTS CAFETERIA

## Order Lunch Quick Guide

1. Login into your Family Portal
2. Click on **Student**
3. Then select **Lunch**
4. On the right side, you will see a calendar showing the meals for the following week(s). You can choose your preferred view of the calendar. In this example, the calendar is a “month” view, items highlighted in blue indicate meals that have already been ordered.



5. To place an order please click on **+CREATE WEB ORDER**. *Note: You will notice that the system will display the meals that are available for ordering only.*

# FACTS CAFETERIA

## Order Lunch Quick Guide

6. Parents can select **Classic** or **Collapsible** display types.

Two display options → **Display Type:**  Classic  Collapsible

**Lunch Ordering for** Child 1

LUNCH ITEM	PRICE	QTY	TOTAL
<b>Lunch Items for Friday 09/19/2025</b>			
Half Day - No Lunch	0.00	0	0.00
Sub Total for Friday 09/19/2025			0.00
<b>Lunch Items for Monday 09/22/2025</b>			
Chicken Alfredo Pasta (contains nutmeg), Cesar Salad, Fresh Fruit	6.00	1	6.00
*Chicken and Cheese Quesadilla	6.00	0	0.00
*Full Size Fresh Made Yogurt (with granola, honey and berries)	6.00	0	0.00
Sub Total for Monday 09/22/2025			6.00
<b>Lunch Items for Tuesday 09/23/2025</b>			
Taco Bowl: beef, rice, lettuce, tomatoe, sour cream, upside down pineapple cake	6.00	1	6.00
*Chicken and Cheese Quesadilla	6.00	0	0.00
*Full Size Fresh Made Yogurt (with granola, honey and berries)	6.00	0	0.00
Sub Total for Tuesday 09/23/2025			6.00
<b>Lunch Items for Wednesday 09/24/2025</b>			
English Muffin with ham, eggs, and cheese, fresh fruit, brownie	6.00	0	0.00
*Chicken and Cheese Quesadilla	6.00	1	6.00
*Full Size Fresh Made Yogurt (with granola, honey and berries)	6.00	0	0.00
Sub Total for Wednesday 09/24/2025			6.00
<b>Lunch Items for Thursday 09/25/2025</b>			
Total for <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Child 1</span>			24.00

Grand Total 24.00

Confirm order → Order Items

7. The **Lunch Ordering Window** will show you the meals available for each child. Simply scroll down to see the available lunches for each one.

**Lunch Ordering**

**Lunch Order Form**

**Display Type:**  Classic  Collapsible

▶ Child 1 (\$6.00)

▶ Child 2 (\$12.00)

▼ Child 3 (\$6.00)

▶ Lunch Items for Monday 09/22/2025 (\$0.00)

▶ Lunch Items for Tuesday 09/23/2025 (\$0.00)

▶ Lunch Items for Wednesday 09/24/2025 (\$6.00)

▶ Lunch Items for Thursday 09/25/2025 (\$0.00)

▶ Lunch Items for Friday 09/26/2025 (\$0.00)

**Grand Total: \$24.00**

Confirm order → Order Items

# FACTS CAFETERIA

## Order Lunch Quick Guide

8. Type the number of items to order for each student in the **Quantity** column. The **Total** column displays the cost.
9. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
10. Click **Order Items**.
11. Your **Grand Total** will be added to your **Financial FACTS account**. These incidentals will be charged weekly.