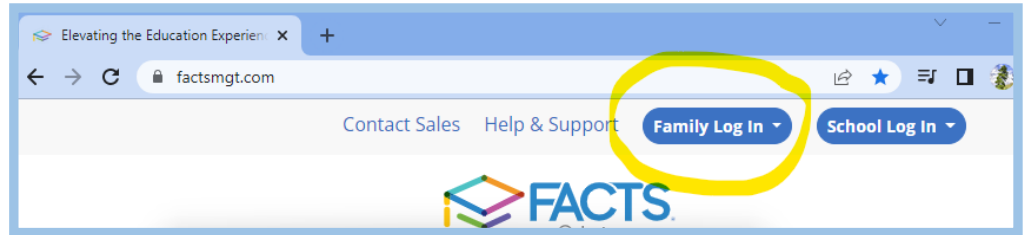


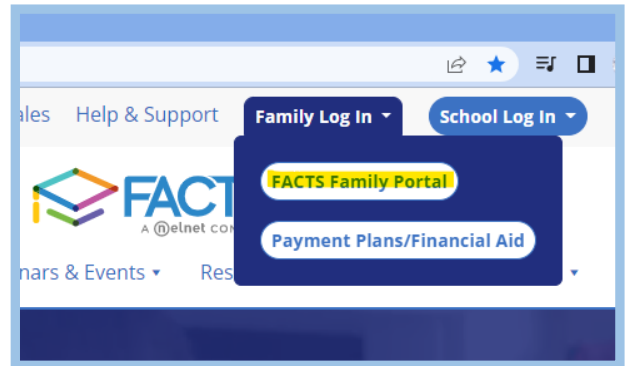
# Ordering Lunch in FACTS

1. Go to [factsmgt.com](https://factsmgt.com)

2. Click on Family Log In



3. In the drop down menu select FACTS Family Portal



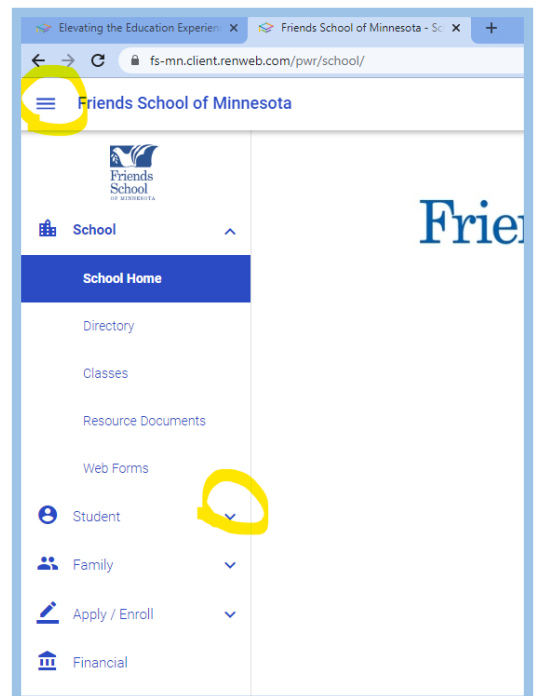
4. Login to FACTS, using FS-MN for the district code .

*Please note: If you have forgotten your UN/PW, FACTS will send verification to the same email used to enroll your student and set up their tuition agreement for the coming academic year.*

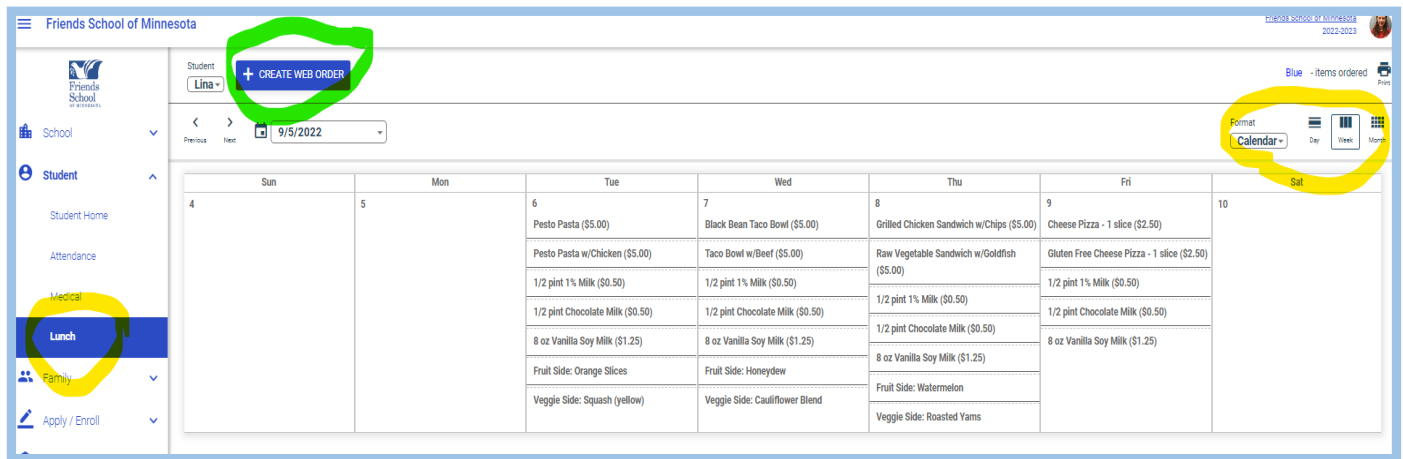
A screenshot of the FACTS Family Portal Login page. The page features the FACTS logo and the text 'A @elnet COMPANY'. Below the logo is the heading 'Family Portal Login'. There are three input fields: 'District Code:' with 'FS-MN' entered, 'User Name:' with 'janedoe' entered, and 'Password (case-sensitive):' with a masked password. A link for 'Forgot User Name/Password?' is below the password field. At the bottom, there are three radio buttons for 'Parent', 'Student', and 'Staff', with 'Parent' selected. A 'Login' button is at the bottom, and a link for 'Create New Family Portal Account' is at the very bottom.

5. In the upper left corner, click on the 3 stacked lines.

6. Select the Student drop down menu



- In the Student drop-down menu, select **Lunch**
- In the upper right, select the “Monthly” Calendar option.



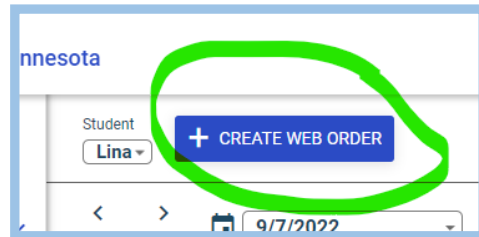
- Next to the big blue button, + Create Web Order, select the student you are ordering for.  
*Please note: a separate order must be created for each student if you have multiple students. You can select which child you are ordering for in the drop-down menu to the left of the +Create Web Order button.*

- Click the big blue button: + Create Web Order

Display Type:  Classic  Collapsible

**Lunch Ordering for Lina**

Lunch Items for Thursday 09/08/2022			
Grilled Chicken Sandwich w/Chips	3.00	0	0.00
Raw Vegetable Sandwich w/Goldfish	3.00	0	0.00
1/2 pint 1% Milk	0.25	0	0.00
1/2 pint Chocolate Milk	0.25	0	0.00
8 oz Vanilla Soy Milk	0.75	0	0.00
Fruit Side: Watermelon	0.00	0	0.00
Veggie Side: Roasted Yams	0.00	0	0.00
<b>Sub Total for Thursday 09/08/2022</b>			0.00
Lunch Items for Friday 09/09/2022			
Cheese Pizza - 1 slice	1.50	0	0.00
Gluten Free Cheese Pizza - 1 slice	1.50	0	0.00
1/2 pint 1% Milk	0.25	0	0.00
1/2 pint Chocolate Milk	0.25	0	0.00
8 oz Vanilla Soy Milk	0.75	0	0.00
<b>Sub Total for Friday 09/09/2022</b>			0.00
Lunch Items for Monday 09/12/2022			
Grilled Cheese w/Tomato Soup	3.00	0	0.00
1/2 pint 1% Milk	0.25	0	0.00
1/2 pint Chocolate Milk	0.25	0	0.00
8 oz Vanilla Soy Milk	0.75	0	0.00



- Select the items you would like to order for your student by entering the quantity of each item.  
*Please note, veggie and fruit sides are included with the purchase of a main entrée. Please don't order these items unless you are purchasing the entrée.*

- Use the right hand scroll bar to move through the month.
- When your order is complete, click **Order Items** to submit your order!

Sub Total for Thursday 09/29/2022	
<b>Lunch Items for Friday 09/30/2022</b>	
Cheese Pizza - 1 slice	1.50
Gluten Free Cheese Pizza - 1 slice	1.50
1/2 pint 1% Milk	0.25
1/2 pint Chocolate Milk	0.25
8 oz Vanilla Soy Milk	0.75
<b>Sub Total for Friday 09/30/2022</b>	
<b>Total for Lina:</b>	
Grand Total	16.00
<b>Order Items</b>	

If you need to edit your order, you can make changes by clicking on the Create Web Order button anytime before the submission deadline.