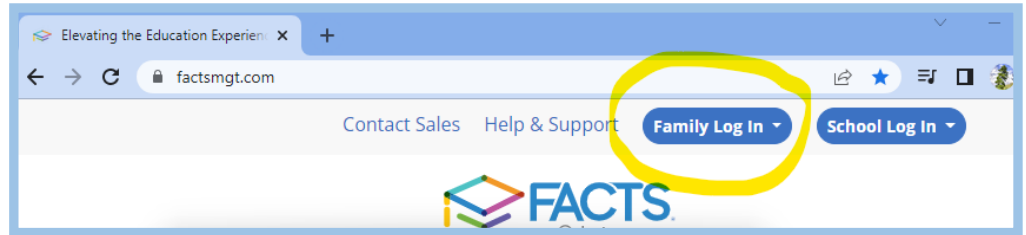


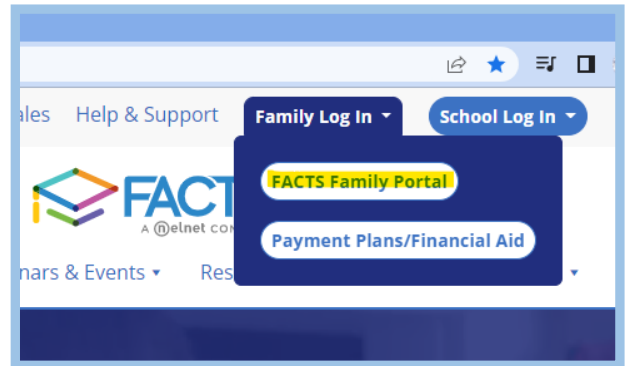
Ordering Lunch in FACTS

1. Go to factsmgt.com

2. Click on Family Log In



3. In the drop down menu select FACTS Family Portal



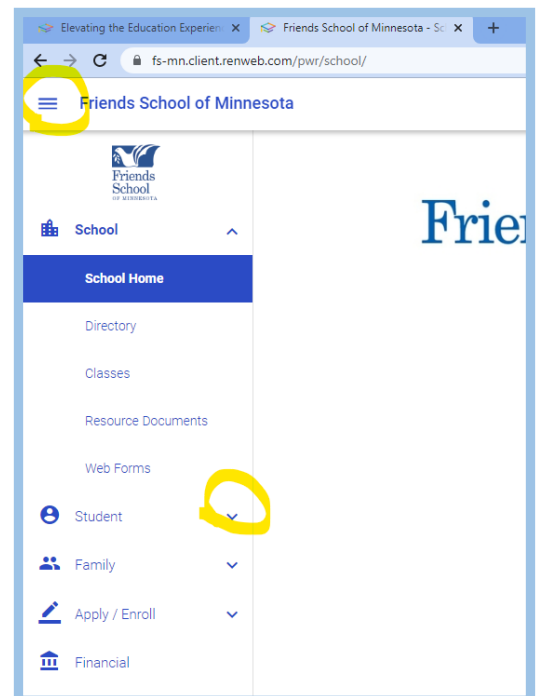
4. Login to FACTS, using FS-MN for the district code .

Please note: If you have forgotten your UN/PW, please email Eleni at bookkeeper@fsmn.org for a reset!

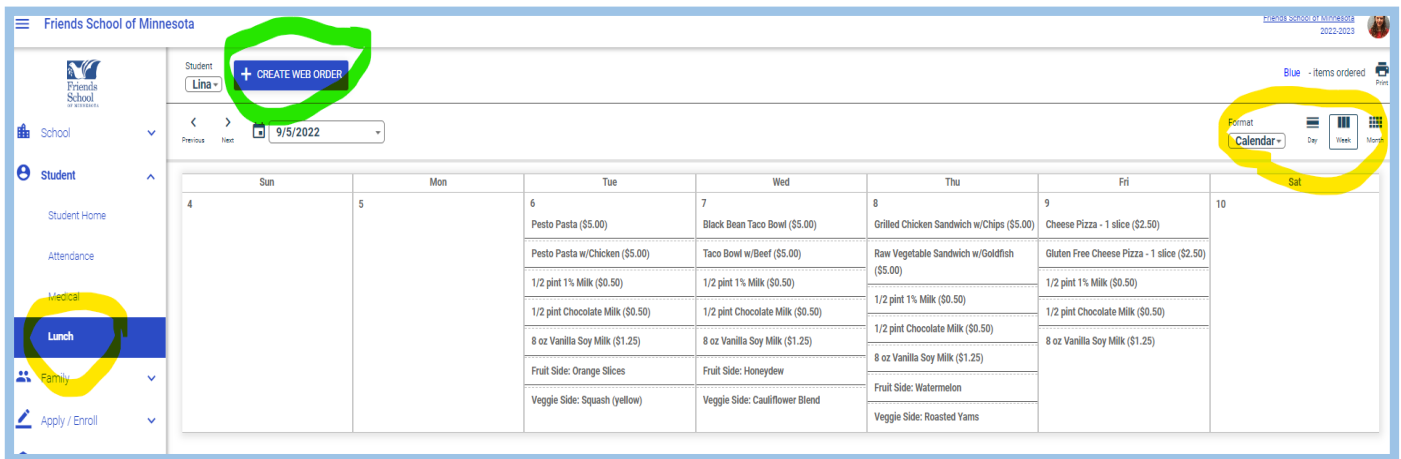
A screenshot of the 'Family Portal Login' page. It features the FACTS logo and a login form with fields for 'District Code' (containing 'FS-MN'), 'User Name' (containing 'janedoe'), and 'Password (case-sensitive)'. Below the fields are radio buttons for 'Parent' (selected), 'Student', and 'Staff'. A 'Login' button is at the bottom, and a link for 'Create New Family Portal Account' is at the bottom left.

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

6. Select the Student drop down menu

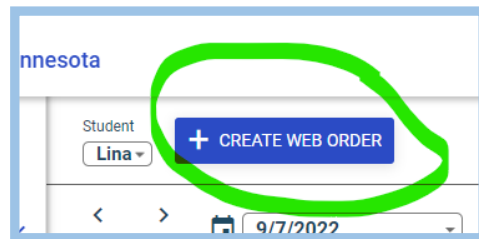


- In the Student drop-down menu, select **Lunch**
- In the upper right, select the “Monthly” Calendar option.

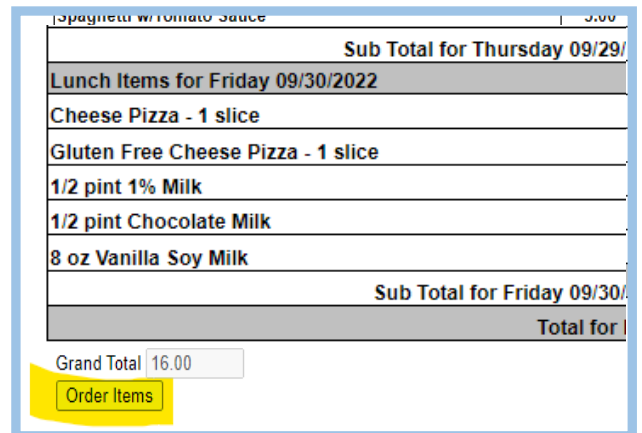
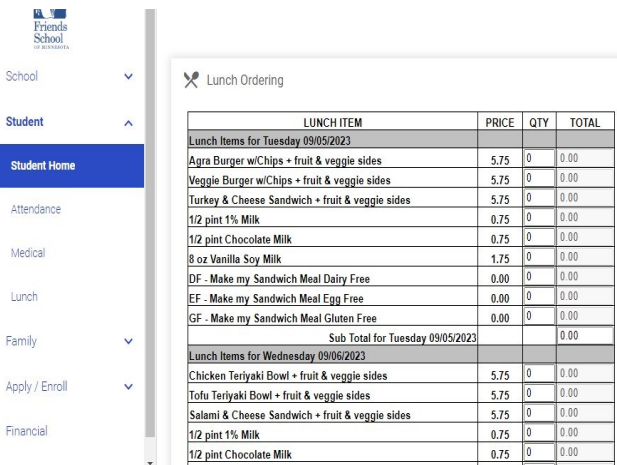


- Next to the big blue button, + Create Web Order, select the student you are ordering for.
Please note: a separate order must be created for each student if you have multiple students. You can select which child you are ordering for in the drop-down menu to the left of the +Create Web Order button.

- Click the big blue button: + Create Web Order



- 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.



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

If you need to edit your order, you can make changes by clicking on the Create Web Order button anytime before the submission deadline on the 15th of the month.