

Family Portal - Prepaid Lunch Orders (Method 2)

Purpose	Schools who require payment for lunch at the time parents place orders in FACTS Family Portal can share this information to help parents understand the process.
Related Articles	Configure Family Portal for Lunch Ordering Family Portal - Lunch Orders (Method 1)

Family Portal Lunch Calendar

Parents may log into **Family Portal** and order lunch for their students. As soon as their order is submitted through Family Portal, it displays in FACTS SIS. If the order is changed in FACTS SIS, the change is immediately reflected on Family Portal.

Order lunch
Order status

The screenshot shows the Family Portal interface for 'The First Academy'. The top navigation bar includes the school name, a student dropdown menu (currently showing 'Ross'), and a '+ CREATE WEB ORDER' button. A legend on the right side of the header explains the color coding: Red for items ordered and not yet paid through web payment, Blue for items ordered and paid through web payment, and Green for items ordered, paid, and changed by school. The main content is a calendar for the week of 1/8/2021, with columns for Sun through Sat. The 'Lunch' menu item is selected in the left sidebar, and the calendar displays the menu items for each day. A 'View lunch calendar' label points to the sidebar menu.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4 Cheeseburger, Fries, Corn (\$4.25)	5 Cheeseburger, Fries, Corn (\$4.25)	6 Chicken Nugget, Corn, Mash Potatoes (\$5.00)	7 Cheeseburger, Fries, Corn (\$4.25)	8 Chicken Nugget, Corn, Mash Potatoes (\$5.00)	9
	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chips (\$0.50)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chips (\$0.50)	
	Chips (\$0.50)	Chips (\$0.50)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Chips (\$0.50)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)
	Green Beans - Mashed Potatoes - Roast (\$6.23)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Hot Lunch (\$5.00)	Milk-Strawberry (\$0.75)
	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Hot Lunch (\$5.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Pizza (\$2.00)	Pizza (\$2.00)
	Hot Lunch (\$5.00)	Hot Lunch (\$5.00)	Pizza (\$2.00)	Pizza (\$2.00)	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)
	Ice Cream Sandwich (\$1.25)	Ice Cream Sandwich (\$1.25)	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)
	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)
	Pizza (\$2.00)	Pizza (\$2.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Hot Lunch (x1) (\$5.00)	Cheeseburger, Fries, Corn (\$4.25)
	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Cheeseburger, Fries, Corn (x2) (\$8.50)	Hot Lunch (x1) (\$5.00)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Green Beans - Mashed Potatoes - Roast (\$6.23)
	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Ice Cream Sandwich (\$1.25)	Ice Cream Sandwich (x1) (\$1.25)	Ice Cream Sandwich (x2) (\$2.50)	Ice Cream Sandwich (x2) (\$2.50)
	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)		




Note


- **Red** - items ordered and not yet paid through web payment
- **Blue** - items ordered and paid through web payment



- **Green** - items ordered and paid through web payment, then modified by school

Place a lunch order

1. In your Internet browser, navigate to <https://factsmgt.com> and click **Family Login**.
2. Select **FACTS Family Portal**.
3. Type your school's district code, your username, and password.
4. When Family Portal displays, click  if the left navigation menu does not display.
5. Click **Student**, then select **Lunch**.
6. Click **+CREATE WEB ORDER**.
7. Click the student name for which you wish to place an order.
The **Lunch Order Form** expands listing each date an order may be placed.

 Lunch Ordering

Lunch Order Form

Briella Adcock (\$0.00)

Ross Adcock (\$4.75)

Lunch Items for Friday 01/15/2021 (\$4.75)

Lunch Item	Price	Quantity	Total
Cheeseburger, Fries, Corn	\$4.25	<input type="text" value="1"/>	<input type="text" value="\$4.25"/>
Chicken Nugget, Corn, Mash Potatoes	\$5.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Chips	\$0.50	<input type="text" value="1"/>	<input type="text" value="\$0.50"/>
Green Beans - Mashed Potatoes - Roast	\$6.23	<input type="text"/>	<input type="text" value="\$0.00"/>
Green Beans / Mashed Potatoes / Roast	\$6.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Hot Lunch	\$5.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Ice Cream Sandwich	\$1.25	<input type="text"/>	<input type="text" value="\$0.00"/>
Milk-Strawberry	\$0.75	<input type="text"/>	<input type="text" value="\$0.00"/>
Pizza	\$2.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Spaghetti and Toast	\$3.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Turkey Burger, Chips, Corn	\$4.25	<input type="text"/>	<input type="text" value="\$0.00"/>
Vegan Sandwich, Chips, Drink	\$5.00	<input type="text"/>	<input type="text" value="\$0.00"/>

Quantity may include items previously ordered.

Grand Total: \$4.75

8. Click the date to place an order.
9. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.

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10. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
 11. Click **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
 12. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete. An email confirmation of your payment will be sent to you: **Payment@cryptpay3.com School Lunch Payment Received**.



Tip

- We suggest parents use **Google Chrome** or **Firefox** to place lunch orders.
- Do not leave the order or payment screens until the transaction is complete, which may take several seconds.
- When parents order through Family Portal, only the first meal per student is discounted. Schools may discount additional meals per student by making adjustments in Cafeteria Orders.