For Kindergarten to 5th Grade Students

Place a lunch order

1. In your Internet browser, navigate to factsmgt.com/login/ 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**.
   Parents can select **Classic** or **Collapsible** display types.

Expand/Collapse All

+ **Classic display**
+ **Collapsible display**

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.
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.
10. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
11. Click **Order Items**. The charges will now display for the student on their Family Portal portal to be paid on the **Financial** screen.

Order for October

9/16/26 to
9/25/26