

Lunch Ordering Instructions

#1 Log into Facts, on the left-hand side of the screen, click on Student, then Lunch

#2 From the drop-down menu, select the student you'd like to order lunch for, select the lunch week desired and click CREATE WEB ORDER

#3 Click on the student's name

#4 Click on the school day(s) of your choice, enter how many lunches you'd like for your student(s), then click SUBMIT ORDER.

#5 Your order will pop up for review, then click CONFIRM and PAY

#6 Continue to follow the payment prompts, submit and you will receive an email confirmation of your lunch order/payment.

* Reminder: Lunch orders are due by midnight Sunday night of the week ahead.

