



Family Portal Lunch Ordering Process

Parents must log into the Family Portal and order lunch for their students.

See example calendar view below.

Order lunch Order status

The screenshot shows the Family Portal interface for 'The First Academy'. The student selected is 'Ross'. The calendar view is for the week of 1/8/2021. The lunch menu items are as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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 (\$6.23)	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)	
	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)	Milk-Strawberry (\$0.75)	
	Hot Lunch (\$5.00)	Hot Lunch (\$5.00)	Pizza (\$2.00)	Pizza (\$2.00)	Pizza (\$2.00)	
	Ice Cream Sandwich (\$1.25)	Ice Cream Sandwich (\$1.25)	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	
	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	
	Pizza (\$2.00)	Pizza (\$2.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	
	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Hot Lunch (x1) (\$5.00)	Hot Lunch (x1) (\$5.00)	Hot Lunch (x1) (\$5.00)	
	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Ice Cream Sandwich (x1) (\$1.25)	Ice Cream Sandwich (x1) (\$1.25)	Ice Cream Sandwich (x1) (\$1.25)	
	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	

Place a lunch order

1. In your Internet browser (Chrome is preferred), navigate to <https://factsmgt.com> and click **Family Log in**.
2. Select **FACTS Family Portal**.
3. Type your school's district code (TCS-NJ), 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's 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.

Lunch Items for Wednesday 09/04/2024 (\$6.50)			
Lunch Item	Price	Quantity	Total
3-12 Mozzarella Stix Meal	\$6.50	<input type="text" value="1"/>	<input type="text" value="\$6.50"/>
Chocolate Milk	\$1.00	<input type="text"/>	<input type="text" value="\$0.00"/>
K4-2nd Mozzarella Stix Meal & Sm. Drink	\$5.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Lemonade or Tea	\$1.50	<input type="text"/>	<input type="text" value="\$0.00"/>
Lg. Water	\$1.25	<input type="text"/>	<input type="text" value="\$0.00"/>
White Milk	\$1.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Caesar Side Salad	\$3.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Fresh Fruit	\$1.25	<input type="text"/>	<input type="text" value="\$0.00"/>
Fruit Cup	\$1.25	<input type="text"/>	<input type="text" value="\$0.00"/>
Gogurt	\$1.25	<input type="text"/>	<input type="text" value="\$0.00"/>
Uncrustable	\$3.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Broccoli Cheese Soup-GF	\$3.75	<input type="text"/>	<input type="text" value="\$0.00"/>
Ham & Cheese Sandwich & Chips	\$4.50	<input type="text"/>	<input type="text" value="\$0.00"/>
Ham and Cheese Sandwich	\$3.50	<input type="text"/>	<input type="text" value="\$0.00"/>
Soup & Sandwich	\$6.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Sun Butter & Jelly Sandwich	\$3.00	<input type="text"/>	<input type="text" value="\$0.00"/>
4 Mozzarella Stix w/Sauce	\$4.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Staff Meal	\$0.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Lunch Duty - No Charge	\$0.00	<input type="text"/>	<input type="text" value="\$0.00"/>

10. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.

11. Click **Submit Order**. Confirm the lunch order on the next screen.

12. Click **Confirm and Pay**. You will be re-directed to FACTS for payment options.

Please Note:

Do not add funds to your Prepay Accounts in the Family Portal. You will not be able to use those funds to pay for lunch with this new process.

Please pay close attention to what you are ordering.

K4-2nd Grade students can only order the K4-2nd meal.

3rd- 12th Grade students can order the 3rd-12th meal as well as other a la carte options.

The portal will be open one week at a time. We encourage you to order for the full week. Credits will be issued if your child does not attend school on the day that lunch

was purchased. Pre-ordered lunches are slightly discounted. If orders are not placed in advance (before 8AM), the Cafeteria Manager will access the higher rate on late orders and the charges will be posted to your Incidental Billing account in FACTS.

The monthly menu will be emailed at the end of each month by Mrs. Hanlon. If you have any questions about the menu, please contact her at dhanlon@timothychristian.org.