



School Lunches Online Ordering with FACTS!

Here's how:

1. Visit <http://www.factsmgt.com/> and log in ([instructions on how to login to the FACTS Family Portal/Renweb can be found here.](#))
2. From the left-side menu, select "Student" then "Student Home"
3. On the main screen in the bottom left corner under "This Week's Lunch Menu" select the "LUNCH MENU AND ORDERING" button.
4. In the upper left-hand corner on the main screen, select the student you would like to order for. (Each student requires a separate order.)
5. Select the "+CREATE WEB ORDER" button on the left side of the main screen next to the student's name.
6. Enter the quantity next to to lunch items you would like to order and select the "Order Items" button.

PLEASE NOTE:

1. Dates appear in the gray rows for each of your orders on the ordering page.
2. The system requires credit card payments only.
3. Lunch orders will open August 1st and will remain open on a rolling basis throughout the year. Ordering for the following week will close the Friday before. Example: Orders for August 21st through 25th can be placed until August 18th.