

Family Portal Lunch Ordering

Parents may log into FACTS **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.

Place a lunch order

1. Log into your FACTS Family Portal - You may do so, from the BCS website under Parent Resources, or by going directly to FACTS <https://factsmgt.com> and click **Family Log in**.
2. Select **FACTS Family Portal**.
3. Type your school's district code BRAZ-TX, your username, and password.
4. When Family Portal displays, click = if the left navigation menu does not display.
5. Click **Student**, then select **Lunch**.The lunch calendar should display.
6. Click **+CREATE WEB ORDER** to create a lunch order for the student they wish to order for.
Parents can select **Classic** (every menu option displays for each day you may order lunch) or **Collapsible** (only date displays for each day you may order - you must select date to see items available) display views.
7. Be sure to click the student name for which you wish to place an order for, as the Lunch Order Form lists each student in the family.
The **Lunch Order Form** expands listing each date an order may be placed.
8. Click the date to place an order.The list of items expands, showing all available items.
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 that you are wishing to order for.. The **Grand Total** is listed at the bottom.
11. Click **Order Items/Submit**.. The charges will now display for the student on their Family Portal to be paid on the Financial screen.
12. You will add funds to each student's account, which you will access from the **Financial** screen.Pleases make sure you have adequate funds available in each student's pre-paid lunch account to cover all items purchased. If you do not have adequate funds, please add additional funds.

*** With having multiple lunches, please make sure you are ordering under the correct student(s) name. Failure to do so, may result in your student not having their desired meal available and having to select an alternative meal. This creates disappointment and an extra expense to you if I am unable to sell the meal as an extra.