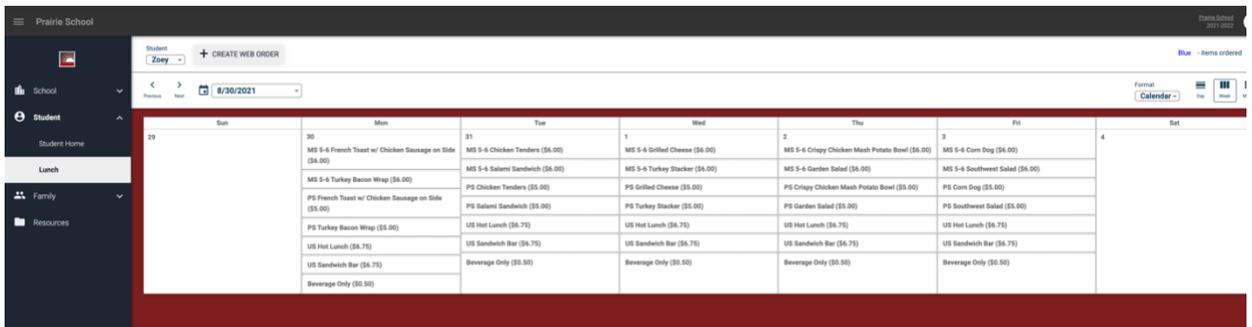


How to Order Lunch in FACTS SIS

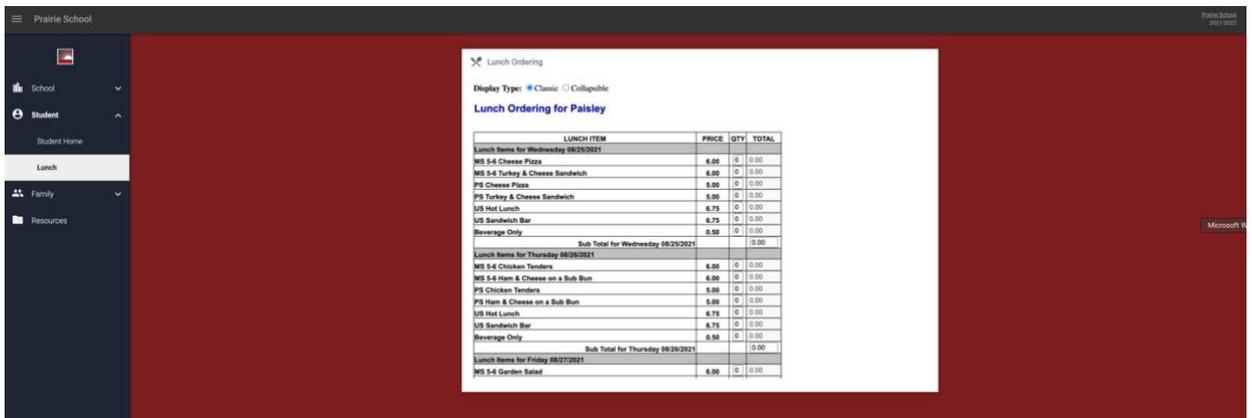
1. Log into your account.
2. Click on **Student** on the left-hand side.



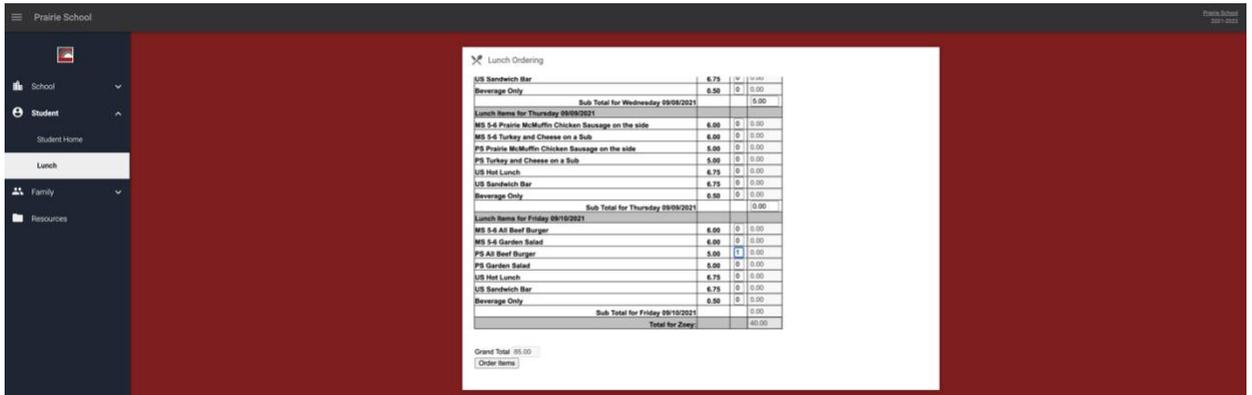
3. Click on **Lunch**. Here you will be able to see the weekly menu and there is a drop down for your student(s). Next to the Student you will click **Create Web Order**.



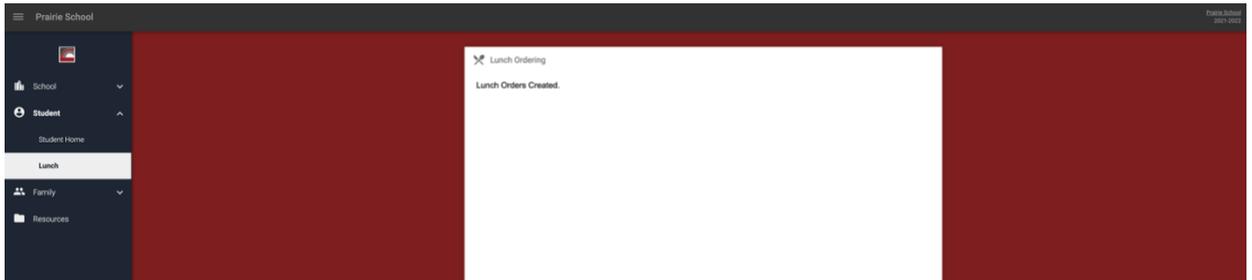
4. Once in **Web Order** you will change the quantities for the dates and meals you are choosing.



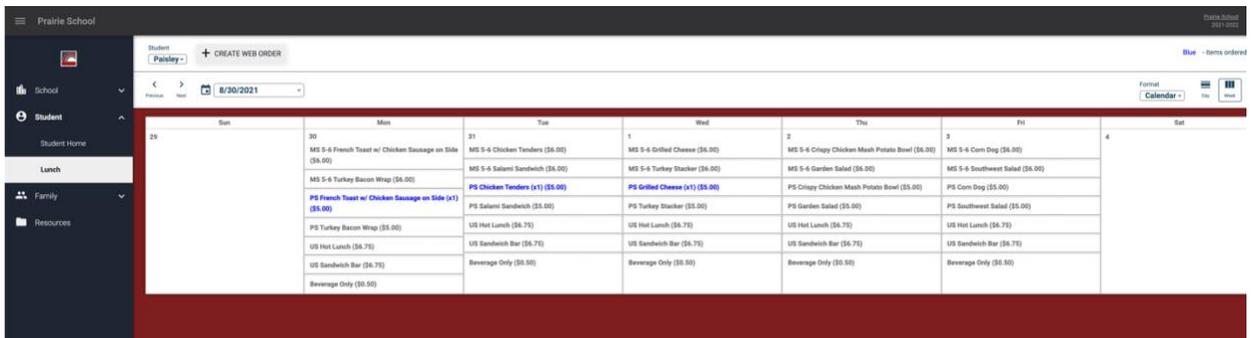
- Once you have made your selections for your student(s) you can see the total for the student and at the bottom you see your families Grand Total. You will click Order Items.



- You will then receive confirmation that your lunch orders were created.



- If you click back on lunch in the drop down you will see the items you ordered in **Blue**.



If you have any questions about ordering lunch in FACTS, please contact [Tara Nelson](#) in the Business Office at 262-752-2507.