

Hot Lunch News – January

How to order:

Log into your FACTS Family Portal account. Our District Code is STMY-MA.

From the menu on the left, choose Student and then Lunch.

Click the button that says “Create Web Order” on the top left of the calendar.

Change the quantity for whichever entrees your child would like to order. Continue scrolling down for multiple children.

Click “Submit Order” when you are finished, Then “Confirm and Pay”.

Things to notice:

- We have included an order form so that you can more easily keep track at home of the items ordered for the month. **Please do not send this order form into school – all orders must be submitted online through FACTS FAMILY PORTAL.**
- Normally, the online ordering will open each month on the second Wednesday and will closed a week later. For January we are asking all orders to be placed by Wednesday 12/13 (Online ordering will close at 8am on Thursday.)
- Orders seem to go through without any issues when using a computer and either Chrome or Firefox as your browser.
- Please be sure to choose the correct entrée if your child is ordering Doubles – for example, if you want to order a double order of chicken fingers then you choose the entrée that says Chicken Fingers – Doubles. The Doubles should cost \$5.50 instead of \$4.25 for the singles. (Ignore the asterisk – they are there so that those items will appear first in the list each day.)