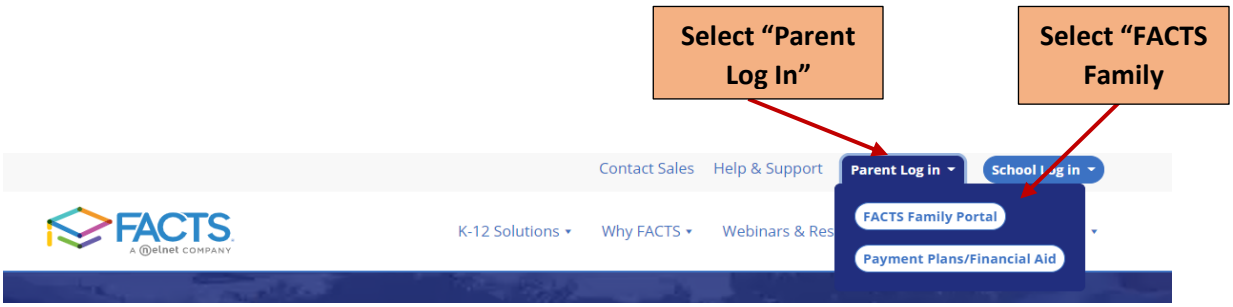
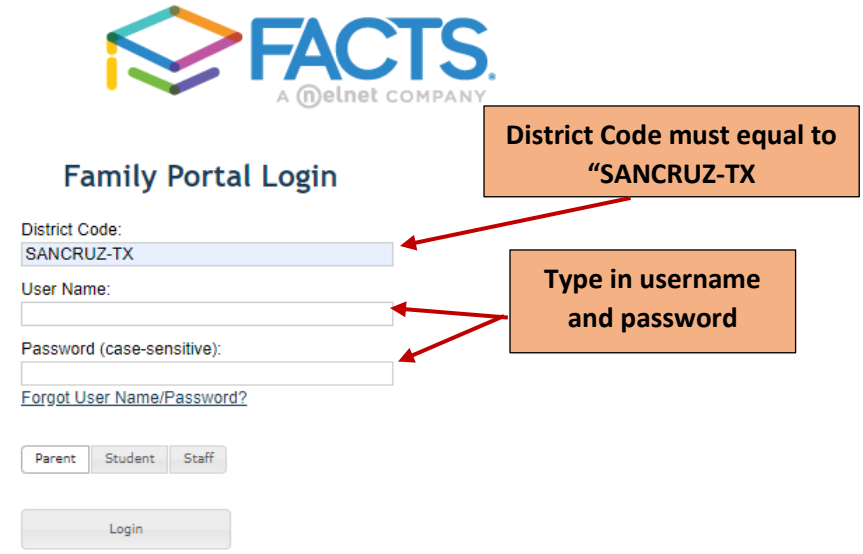
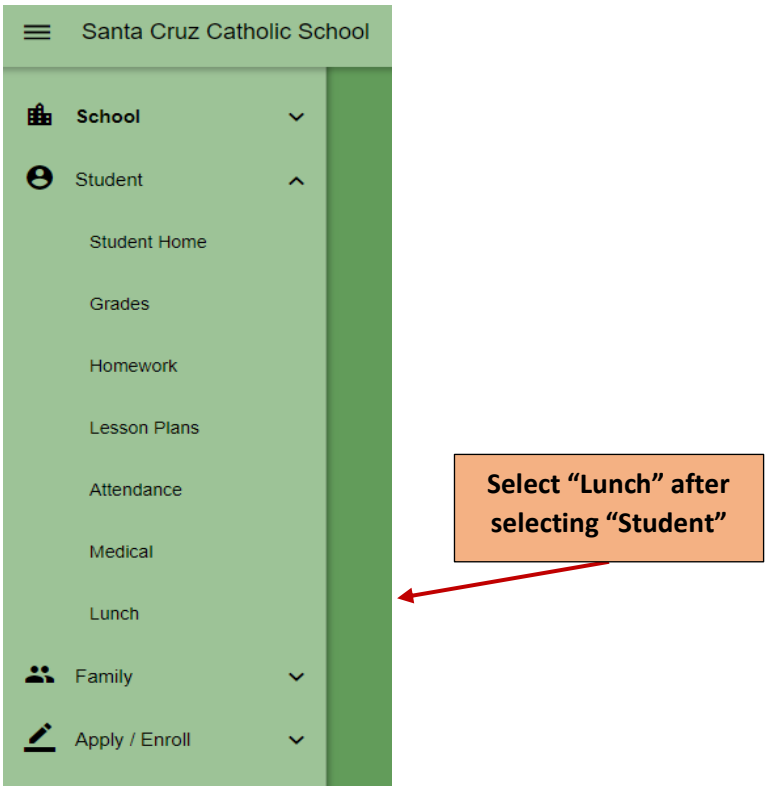
HOT LUNCH ORDERING SYSTEM INSTRUCTIONS

- Please go to www.factsmgt.com
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- Type in “SANCRUZ-TX” for the District Code.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the arrow next to **STUDENT** in the left menu.
- Click on **LUNCH** link.
- Select your student’s name. If you have multiple students at the school, you will need to create a lunch order for each student separately.
- Click on “CREATE WEB ORDER” to begin your lunch order for the student selected.
- Enter “1” as the quantity for each day your student would like a hot lunch. Leave quantity as “0”, for any days they do not want a hot lunch. They will need to bring their own lunch for those days.
- Pizza is sold per slice at $3/per slice. You can select a quantity more than “1”, if your student would like more than 1 slice.
- Click on “Order Items” when you have entered the quantities.
- Click on LUNCH again to view the full calendar and items that were ordered will appear in **BLUE.**
- Unfortunately, the system does not have a way to send you a confirmation email. However, you can print the calendar which shows the days you ordered in **BLUE**. Make sure to print the calendar in COLOR so you will be able to see the color difference.
- You will also want to make note of your total for each student, since you won’t receive an email immediately after placing your order. You will receive a notification of incidentals charged through FACTS at the end of the month for your lunch orders.

SCREENSHOTS OF INSTRUCTIONS




FACTS
A Nelnet COMPANY
Family Portal Login
District Code:
SANCRUZ-TX
User Name:
Password (case-sensitive):
Forgot User Name/Password?
Parent
Student
Staff
Login
District Code must equal to "SANCRUZ-TX
Type in username and password

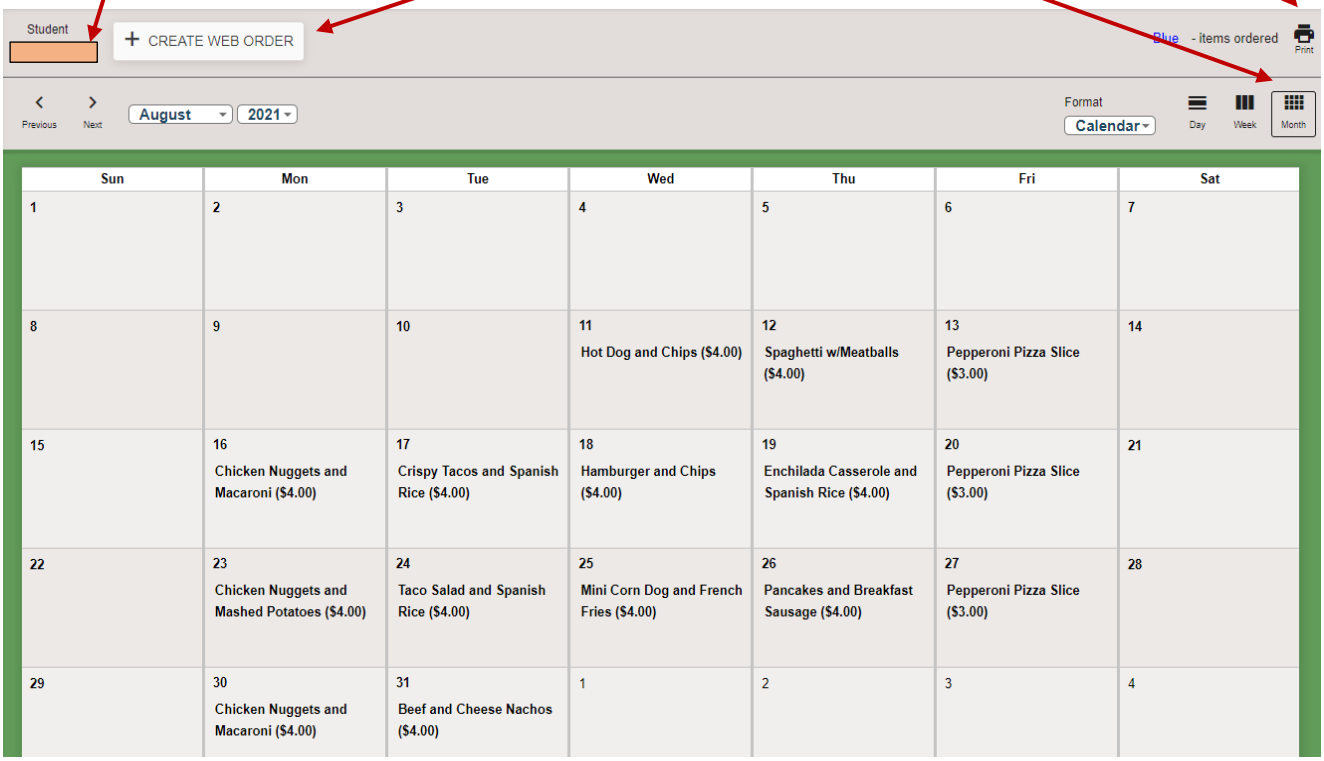

Santa Cruz Catholic School
School
Student
Student Home
Grades
Homework
Lesson Plans
Attendance
Medical
Lunch
Family
Apply / Enroll
Select "Lunch" after selecting "Student"

Click on the PRINT icon to print the calendar

Student's Name

Click "CREATE WEB ORDER" to start your order

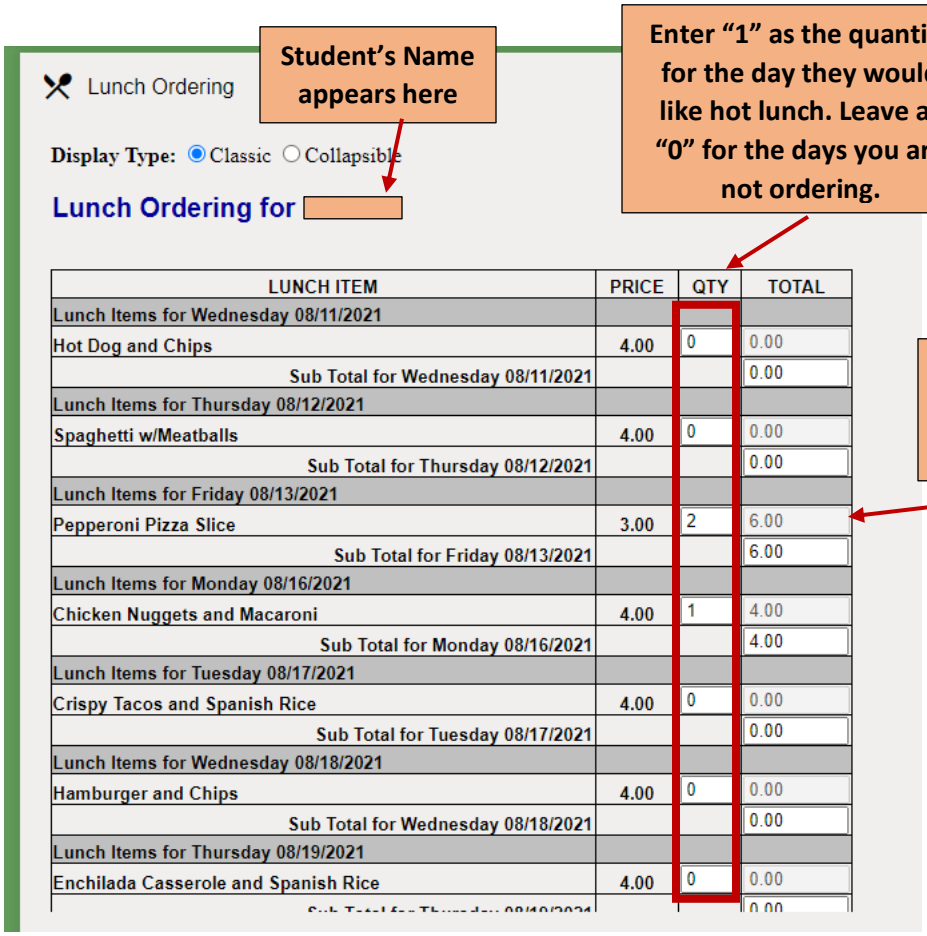
Select view as "Month" to see full menu



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 Hot Dog and Chips ($4.00)	12 Spaghetti w/Meatballs ($4.00)	13 Pepperoni Pizza Slice ($3.00)	14
15	16 Chicken Nuggets and Macaroni ($4.00)	17 Crispy Tacos and Spanish Rice ($4.00)	18 Hamburger and Chips ($4.00)	19 Enchilada Casserole and Spanish Rice ($4.00)	20 Pepperoni Pizza Slice ($3.00)	21
22	23 Chicken Nuggets and Mashed Potatoes ($4.00)	24 Taco Salad and Spanish Rice ($4.00)	25 Mini Corn Dog and French Fries ($4.00)	26 Pancakes and Breakfast Sausage ($4.00)	27 Pepperoni Pizza Slice ($3.00)	28
29	30 Chicken Nuggets and Macaroni ($4.00)	31 Beef and Cheese Nachos ($4.00)	1	2	3	4

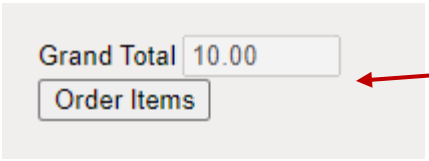
Student's Name appears here

Enter "1" as the quantity for the day they would like hot lunch. Leave as "0" for the days you are not ordering.

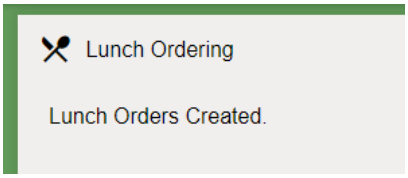


LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Wednesday 08/11/2021			
Hot Dog and Chips	4.00	0	0.00
Sub Total for Wednesday 08/11/2021			0.00
Lunch Items for Thursday 08/12/2021			
Spaghetti w/Meatballs	4.00	0	0.00
Sub Total for Thursday 08/12/2021			0.00
Lunch Items for Friday 08/13/2021			
Pepperoni Pizza Slice	3.00	2	6.00
Sub Total for Friday 08/13/2021			6.00
Lunch Items for Monday 08/16/2021			
Chicken Nuggets and Macaroni	4.00	1	4.00
Sub Total for Monday 08/16/2021			4.00
Lunch Items for Tuesday 08/17/2021			
Crispy Tacos and Spanish Rice	4.00	0	0.00
Sub Total for Tuesday 08/17/2021			0.00
Lunch Items for Wednesday 08/18/2021			
Hamburger and Chips	4.00	0	0.00
Sub Total for Wednesday 08/18/2021			0.00
Lunch Items for Thursday 08/19/2021			
Enchilada Casserole and Spanish Rice	4.00	0	0.00

Pizza is sold per slice at $3/per slice. You can select more than 1 slice for your student.



The Grand Total will update automatically. Click on "Order Items" when done entering the quantity.



On-screen confirmation order was received.

Click on the PRINT icon to print the calendar. Print in color to see color differences.

Days ordered will appear in Blue on the calendar

Student

+ CREATE WEB ORDER

Blue - items ordered

Print

Previous Next August 2021

Format Calendar Day Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 Hot Dog and Chips ($4.00)	12 Spaghetti w/Meatballs ($4.00)	13 Pepperoni Pizza Slice (x2) ($6.00)	14
15	16 Chicken Nuggets and Macaroni ($4.00)	17 Crispy Tacos and Spanish Rice ($4.00)	18 Hamburger and Chips (x1) ($4.00)	19 Enchilada Casserole and Spanish Rice ($4.00)	20 Pepperoni Pizza Slice (x2) ($6.00)	21
22	23 Chicken Nuggets and Mashed Potatoes ($4.00)	24 Taco Salad and Spanish Rice ($4.00)	25 Mini Corn Dog and French Fries ($4.00)	26 Pancakes and Breakfast Sausage (x1) ($4.00)	27 Pepperoni Pizza Slice (x2) ($6.00)	28
29	30 Chicken Nuggets and Macaroni ($4.00)	31 Beef and Cheese Nachos ($4.00)	1	2	3	4