

## Directions on how to place your lunch order in FACTS

1. Log into your FACTS account.
2. Along the left side click Student.
3. Choose lunch.
4. At the top make sure you have the correct student chosen.
5. After you choose the correct student click Create Web Order.
6. You will enter the amount of items you want to order in the quantity column. Please pay attention as you enter the quantity. It is easy to order 10 instead of just 1.
7. After choosing quantity of items to be ordered please scroll to the bottom and click order items.

### Side notes...

Extra entrees can be added by adding the number of items you want into the quantity column. If your student normally gets 3 slices of pizza, you will order Papa John's Pizza, veggie, fruit, milk/water (1) and Extra Entrée (2).

If you only want the entrée you may order the extra entrée only. If this is what you order please note that you will not get the veggie, fruit or drinks that are offered with lunch.

Al-a-carte items and Chick-Fil-A is intended for 5<sup>th</sup>-12<sup>th</sup> grade students only. Please pay attention to these items as they are labeled for your convenience. Please note that when you are ordering an al-a-carte item and you also order an extra entrée you will receive the al-a-carte item order and the entrée off the hot food line. Example 8/11-If you would like a cheeseburger and an extra entrée you will receive a cheeseburger and a corndog. If you want 2 cheeseburgers, please make sure that is what you add to the quantity column.

If you realize a mistake has been made to the order you would follow the steps above. Once you hit Order Items it will override your previous order. It will not duplicate it.

Please let me know if you have any questions.