




FACTS Family Portal Lunch Orders CCS

1. Navigate to <https://factsmgt.com> and on the top menu, select **Parents** then [FACTS Family Portal](#).
2. Type Calhoun Christian School's district code (**CC-MI**), your username, and password.
3. When Family Portal displays, click  if the left navigation menu does not display.
4. Click **Student**, then select **Lunch**.
5. Click **+CREATE WEB ORDER**.
6. Click the student name for which you wish to place an order. The **Lunch Order Form** expands listing each date an order may be placed as shown below:

Lunch Items for Monday 09/23/2024 (\$0.00)		
Lunch Items for Tuesday 09/24/2024 (\$3.20)		
Lunch Items for Wednesday 09/25/2024 (\$0.00)		
Lunch Items for Thursday 09/26/2024 (\$3.20)		
Lunch Item	Price	Quantity Total
Chicken Sandwich	\$3.20	<input type="text" value="1"/> \$3.20

7. Click the date to place an order.
8. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost. You can order multiple items if paying full or reduced, but free lunches are limited to 1 meal per day per the program's regulations.
9. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
10. Click **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
11. The system may ask you to set up multifactor authentication. Make your selection or skip through it by selecting "maybe later", then type payment information and click the **Pay \$X.XX Now** button. Please wait a few seconds for the payment transaction to complete. An email confirmation of your payment will be sent to your email on file with FACTS.

*PLEASE NOTE: free lunch orders still need to be put in each month by the 19th the month prior and both the **Submit Order** and the final **Submit** buttons clicked for the order to come through on the school side. Contact Michelle Wilson at 269-965-5560 or michelle.wilson@calhounchristian.org with any questions related to school lunch.*