DIRECTIONS FOR **ORDERING LUNCH** ON THE PARENT WEBSITE ON THE INTERNET:

You must place an order for the current day before 8:30 am. Ordering capabilities are turned off at 8:30 a.m each day and are re-opened at 1:00 p.m. each day for future orders.

1. Go to factsmgt.com
2. Select PARENT LOG IN.
3. Select FACTS FAMILY PORTAL (ParentsWeb).
4. Sign in. District Code: MG-CA
5. Select STUDENT from the menu on the left.
6. Select LUNCH from the menu under STUDENT and a calendar will pop up. Select the start date for the menu (The menu for that week will show, if you choose for the month time frame, the entire month will show).
   a. If you would like to see more than 1 week of the menu on the screen, choose TIME FRAME: MONTH
7. Select the start date for the menu. (The menu for that week will show, if you choose for the month time frame, the entire month will show.)
8. When you're ready to order lunch, select CREATE WEB ORDER.
9. The name of your child will show up with a lunch order form. You may select for grades TK-6 or grades 7-12 (larger lunch for the older students). Scroll down to order for the rest of your children.
10. When you're done selecting for the day, week or month, go to the bottom of the page. You will see your grand total. Click on ORDER ITEMS.
11. You will be directed to a page that says Lunch Orders Created.
12. If you wish to cancel your order, or if you made a mistake, call the office prior to 8:30 am the morning of so that we can make the appropriate changes.