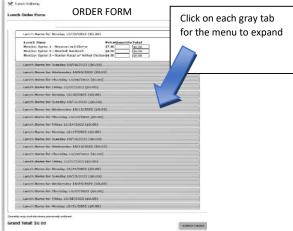
Directions for placing Lunch and Philly Pretzel Day Orders:

- In your Internet browser, navigate to <u>www.factsmgt.com</u> and click on Parent Log in.
- 2) Select FACTS Family Portal.
- Type in our school's district code (OLS-NY), your username, and password.
- 4) When the Family Portal displays...
 - Click Student, then select Lunch.
 - -To the right of your screen select **Calendar** for the **Format** option and select the tab that says Month for the view.
 - -You will then pick the month to view; it will display all the options for the month.
- 5) Click CREATE WEB ORDER.
- 6) Click the name of the student for which you wish to place an order.
 - -The Lunch Order Form expands listing each date an order may be placed. Simply click on each gray tab to expand the options for each day.



- 7) Click the date to place an order.
- Select the lunch option you would like for that day by filling in the Quantity Column. Don't forget to order for Philly Pretzel Day.
- 9) Repeat for all dates and **all students**. The **Grand Total** will be listed at the bottom.
- Click Submit Order. The Online Lunch Payment screen displays after you place your order.
- 11) Enter Payment information and click submit. Please wait a few seconds for the payment transaction to complete. An email confirmation will be sent to you.

HELPFUL TIPS ...

- ➤ We suggest that parents use Google Chrome or Firefox to place lunch orders.
- ➤ Do not leave the order or payment screen until the transaction is complete, which may take several seconds.
- ➤ Lunch options that appear in RED on your calendar are orders that did NOT get processed. These are orders that are NOT placed or paid for. You must go back and click "+ Create Web Order" to finish the order.
- ➤ Items that appear in **BLUE** on your calendar are orders that have been successfully placed.
- Lunch questions should be directed to: lunch@olscafp.org

