

Dear VCS Families –

Ordering lunches is made easy through FACTS (RenWeb). You may log into Family Portal and order lunch for your students. As soon as the order is submitted through Family Portal, it displays in FACTS SIS. If the order is changed in FACTS SIS, the change is immediately reflected on Family Portal.

Lunch orders are due each Thursday at midnight for the following week. You may order for the week or the month.

Lunch credits will only be given for circumstances out of your control.

Below are the EASY step by step directions and the portal will open on July 25th!

The screenshot shows the FACTS Family Portal interface. At the top, there are tabs for 'Order lunch' and 'Order status'. The user is logged in as 'The First Academy' for the 2020-2021 school year. The student selected is 'Ross'. The calendar shows lunch items for each day of the week. The items are color-coded according to the legend: Red (not yet paid), Blue (paid), and Green (paid and modified by school). A 'View lunch calendar' label points to the calendar grid.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Cheeseburger, Fries, Corn (\$4.25)	Cheeseburger, Fries, Corn (\$4.25)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Cheeseburger, Fries, Corn (\$4.25)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	
	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chips (\$0.50)	Chicken Nugget, Corn, Mash Potatoes (\$5.00)	Chips (\$0.50)	
	Chips (\$0.50)	Chips (\$0.50)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Chips (\$0.50)	Green Beans / Mashed Potatoes / Roast (\$6.00)	
	Green Beans - Mashed Potatoes - Roast (\$6.23)	Green Beans / Mashed Potatoes - Roast (\$6.23)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans - Mashed Potatoes - Roast (\$6.23)	Hot Lunch (\$5.00)	
	Green Beans / Mashed Potatoes / Roast (\$6.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Hot Lunch (\$5.00)	Green Beans / Mashed Potatoes / Roast (\$6.00)	Milk-Strawberry (\$0.75)	
	Hot Lunch (\$5.00)	Hot Lunch (\$5.00)	Pizza (\$2.00)	Pizza (\$2.00)	Pizza (\$2.00)	Spaghetti and Toast (\$3.00)
	Ice Cream Sandwich (\$1.25)	Ice Cream Sandwich (\$1.25)	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Turkey Burger, Chips, Corn (\$4.25)
	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Vegan Sandwich, Chips, Drink (\$5.00)
	Pizza (\$2.00)	Pizza (\$2.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Green Beans - Mashed Potatoes - Roast (\$6.23)
	Spaghetti and Toast (\$3.00)	Spaghetti and Toast (\$3.00)	Cheeseburger, Fries, Corn (x2) (\$8.50)	Hot Lunch (x1) (\$5.00)	Hot Lunch (x1) (\$5.00)	Ice Cream Sandwich (x2) (\$2.50)
	Turkey Burger, Chips, Corn (\$4.25)	Turkey Burger, Chips, Corn (\$4.25)	Ice Cream Sandwich (\$1.25)	Ice Cream Sandwich (x1) (\$1.25)	Ice Cream Sandwich (x1) (\$1.25)	
	Vegan Sandwich, Chips, Drink (\$5.00)	Vegan Sandwich, Chips, Drink (\$5.00)	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	Milk-Strawberry (\$0.75)	



Note


- **Red** - items ordered and not yet paid through web payment
- **Blue** - items ordered and paid through web payment
- **Green** - items ordered and paid through web payment, then modified by school

Place a lunch order

1. In your Internet browser, navigate to <https://factsmgmt.com> and click **Parent Log in**.
2. Select **FACTS Family Portal**.
3. Type your school's district code (VCHS-AZ), your username, and password.
4. When Family Portal displays, click if the left navigation menu does not display.
5. Click **Student**, then select **Lunch**.

6. Click +**CREATE WEB ORDER**.
7. 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.

 Lunch Ordering

Lunch Order Form

Briella Adcock (\$0.00)

Ross Adcock (\$4.75)

Lunch Items for Friday 01/15/2021 (\$4.75)

Lunch Item	Price	Quantity	Total
Cheeseburger, Fries, Corn	\$4.25	<input type="text" value="1"/>	<input type="text" value="\$4.25"/>
Chicken Nugget, Corn, Mash Potatoes	\$5.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Chips	\$0.50	<input type="text" value="1"/>	<input type="text" value="\$0.50"/>
Green Beans - Mashed Potatoes - Roast	\$6.23	<input type="text"/>	<input type="text" value="\$0.00"/>
Green Beans / Mashed Potatoes / Roast	\$6.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Hot Lunch	\$5.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Ice Cream Sandwich	\$1.25	<input type="text"/>	<input type="text" value="\$0.00"/>
Milk-Strawberry	\$0.75	<input type="text"/>	<input type="text" value="\$0.00"/>
Pizza	\$2.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Spaghetti and Toast	\$3.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Turkey Burger, Chips, Corn	\$4.25	<input type="text"/>	<input type="text" value="\$0.00"/>
Vegan Sandwich, Chips, Drink	\$5.00	<input type="text"/>	<input type="text" value="\$0.00"/>

Quantity may include items previously ordered.

Grand Total: \$4.75

8. Click the date to place an order.
9. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.
10. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
11. Click **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
12. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete.

An email confirmation of your payment will be sent to you:

Payment@cryptpay3.com School Lunch Payment Received.

- We suggest parents use **Google Chrome** or **Firefox** to place lunch orders.
- Do not leave the order or payment screens until the transaction is complete, which may take several seconds.
- Please contact Tiffani Sproul with any questions: tsproul@valleychristianaz.org