

2022-23 Online Lunch Ordering Instructions

1. Start at our school website www.kingswayschool.org
2. Scroll down to the very bottom of the home page and click on **FACTS Family Portal**.
3. After logging into FACTS Family Portal, click the three horizontal lines in the upper left corner to open your menu options
4. Click on **Student** to expand the student information menu.
5. Click **Lunch**.
6. A calendar displays indicating the items that may be ordered for your student for the current week. You can click the “next” or “previous” arrows if you would like to view the menus for those weeks.
7. Select your student, then click **Create Web Order** to enter lunch orders for your student.
8. The dates for which you may order are displayed, listing menu items and price **BELOW THE DATE**.
9. Each entrée choice indicates that you want a full meal; a full meal includes an entrée choice plus a fruit, vegetable and milk. **PLEASE NOTE: THE ITEMS IN ALL CAPS ARE THE ENTREES ONLY, NOT A FULL MEAL**
10. **COSTS:** Should a full meal be received by the student, **a charge of \$3.60 per meal will be incurred through Titan**. Meals will include an entrée (protein & bread), vegetable, fruit and milk. Students can purchase components individually at the following prices: **entrée \$1.75, fruit and vegetable \$0.75 each and milk \$0.50**.
11. Type the number of items to order for the student in the QTY (quantity) column.
12. If you would like to order extra entrees: **First, select the entrée choice for your full meal**. Then, select the entrée choices that IS IN ALL CAPS AND HAS “EXTRA” added to the end. There is a \$1.75 charge for additional entrées. **Only select a side if you want an extra one**; remember that a fruit, veggie and milk are included in one entrée choice.
13. The Total column displays the cost for lunch on that day
14. If you have multiple students, they are all listed in this same scroll. Simply continue to scroll down until you see your next student’s name. Repeat the entrée selection process for each student.
15. The **Grand Total** is listed at the very bottom (scroll until you cannot scroll anymore!).
16. **IMPORTANT:** When all your selections have been entered; Click **Order Items** in the very bottom left of your scroll menu to submit orders for all of your children and finalize your order.
17. If your ordering has been successful, entrée choices will be highlighted in blue on the weekly lunch menu.
18. If you need to delete a selection, simply change your QTY (quantity) column back to “0”.

Feel free to order up to a month ahead of time. However, please note that **all orders must be received by 9 am Thursday morning for the following week**. ****Once the deadline is reached, the dates and entrée selections will not be visible in the lunch order creator**** Please email me with any additions or changes needed after the deadline.

Please feel free to reach out to me or Sky Coning with any questions or issues you may have.

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