

Order your Child's Lunch via Family Portal

As Covenant continues to offer valuable services to our families, remember we offer parents the option of ordering their child's lunch online, as well as adding funds to their lunch accounts.

5 Simple steps to order lunch for your child

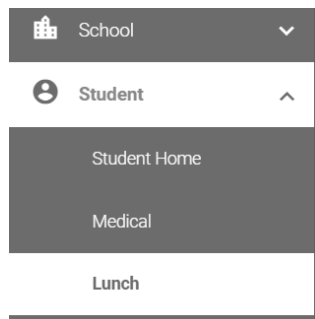
1. Log into FACTS Family Portal

Visit www.factsmgt.com and click **Family Log In**, then choose **FACTS Family Portal**

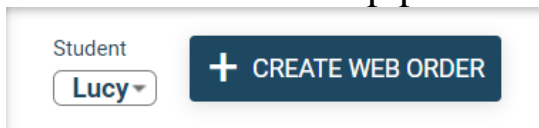


NOTE: remember our district code is nca-tx

2. From Left Choose **Student**, then **Lunch**



3. Select Student from top pull down



To view Lunch Options change format options of calendar to Week

Format					
Calendar					
Day Week Month					
Sun	Mon	Tue	Wed	Thu	Fri
6	7	8	9	10	11
			PK-4 HL Chicken Tenders/Sweet Potato Tots (x1) (\$4.75)	PK-4 HL Pizza Squares/Vegetables (\$4.75)	PK-4 HL Hamburger/Baked Beans (\$4.75)
			PK-4 Baked Potato Meal (\$4.75)	PK-4 Baked Potato Meal (\$4.75)	PK-4 Baked Potato Meal (\$4.75)
			PK-4 Grilled Cheese Sandwich Meal (\$4.75)	PK-4 Grilled Cheese Sandwich Meal (\$4.75)	PK-4 Grilled Cheese Sandwich Meal (\$4.75)
					PK-4 Ham Sandwich Meal

4. To start an order click the **Create Web Order** button on top

Student
Lucy ▾

+ CREATE WEB ORDER

Lunch Order Options appear

Change the QTY to 1 for each desired option

Please use the items for your child's respective grade level



LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Wednesday 08/09/2023			
PK-4 HL Chicken Tenders/Sweet Potato Tots	4.75	1	4.75
PK-4 Baked Potato Meal	4.75	0	0.00
PK-4 Grilled Cheese Sandwich Meal	4.75	0	0.00
PK-4 Ham Sandwich Meal	4.75	0	0.00
PK-4 Ham/Cheese Sandwich Meal	4.75	0	0.00
PK-4 Turkey Sandwich Meal	4.75	0	0.00
PK-4 Turkey/Cheese Sandwich Meal	4.75	0	0.00
5-12 HL Chicken Tenders/Sweet Potato Tots	5.75	0	0.00
5-12 Baked Potato Meal	5.75	0	0.00
5-12 Grilled Cheese Sandwich Meal	5.75	0	0.00

5. Scroll to bottom of PAGE

And press **Order Items** to complete the order

Grand Total 4.75

Order Items

You will get a notice stating your Lunch order was created



Lunch Orders Created.

6. Repeat for each child

Important Notes

- **Hot lunches** – Hot lunches are now designated with a HL:entrée/side for each day.

Which means you will only see the hot lunch item that is available on that day when ordering (Example: PK-4 HL:Chicken Nuggets/FF) Note: hot lunches still come with other items but only the main entrée and main side are listed

- Lunch items that include the word “**Meal**” include a side, desert & drink