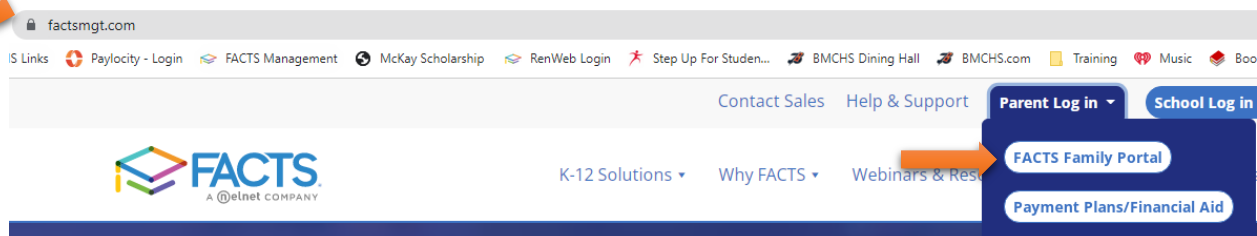


How to Place a Dining Hall Order

- 1) Go to the FACTS Family Portal. www.FACTSmgmt.com.



- 2) Login with your username and password. The District code is **BML-FL**.



Family Portal Login

District Code:

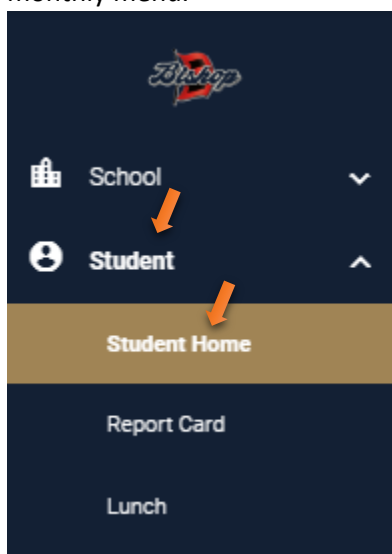
User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

[Create New Family Portal Account](#)

- 3) On the left, click on the **Student** tab. Next, select **Student Home** from the dropdown to see the monthly menu.



- 4) In the middle of the new screen, select **Lunch Menu and Ordering** at the bottom.

This Week's Lunch Menu

Date	Menu Items
Wednesday 07/20/2022	Lunch TEST LUNCH ITEM 1
Thursday 07/21/2022	Lunch TEST LUNCH ITEM 1
Friday 07/22/2022	Lunch TEST LUNCH ITEM 1

LUNCH MENU AND ORDERING

- 5) Click on **Create Web Order** at the top of the menu to select lunch.

Student [REDACTED] **+ CREATE WEB ORDER**

7/19/2022

Sun	Mon	Tue	Wed
17	18	19	20 TEST LUNCH ITEM 1 (\$6.00)

- 6) Select the lunch item and quantity. Please make sure the **Quantity, Total, and Grand Total** cells are updated with the correct number. Then Click on **Order Items** to place your order.

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Wednesday 07/20/2022			
TEST LUNCH ITEM 1	6.00	1	6.00
Sub Total for Wednesday 07/20/2022			6.00
Lunch Items for Thursday 07/21/2022			
TEST LUNCH ITEM 1	6.00	0	0.00
Sub Total for Thursday 07/21/2022			0.00
Lunch Items for Friday 07/22/2022			
TEST LUNCH ITEM 1	6.00	1	6.00
Sub Total for Friday 07/22/2022			6.00
Total for [REDACTED]			12.00

Grand Total 12.00

Order Items