



LAKE MICHIGAN

CATHOLIC SCHOOLS

How to Pre-Order Student Lunches in the FACTS Family Portal

Please Note - you are not charged when you create the web order; you are only charged after your child has eaten lunch. If you pre-order lunch and your child is not in school that day, you are not charged.

1. Go to the Facts Family Portal site (<https://lm-mi.client.renweb.com/pwr/>) or go to the school website (www.lmclakers.org) and click the “Facts Family Portal” tab in the top line menu.
2. Login to the Family Portal, using the login ID & password you used to enroll your child. The District Code (LM-MI) should be automatically populated.
3. Your Family Portal page will be displayed.
4. Click the down-arrow next to “Student” on the left side menu. A menu will dropdown.
5. If you have more than one student in the elementary, you can select each student in the upper left corner of the page.
6. Click “Lunch”. The Create Web Order page will open.
7. Click “Month” in the upper right of the page to view the entire month. Use the Previous and Next options in the upper left to change months.
8. Select the month to see the menu.
9. Click the “Create Web Order” button next to the student name to begin ordering.
10. The choices for each day will be listed. To order, put a “1” in the Qty box next to the item.

PLEASE NOTE: Our cafeteria provides seconds to students at no charge, so always enter "1" for the quantity of the hot lunch entree you choose. If you enter "2", you will be charged for 2 lunches.

Milk or Water, Salad & Fruit bar is *included with daily Hot Lunch*, so you don't need to order a drink in addition to a Hot Lunch

11. IF YOUR STUDENT BRINGS THEIR LUNCH (Cold Lunch), you can order a Milk or Water for them by selecting the “Cold Lunch Beverage” item.
12. When you have completed your orders for the month, click the “Order Items” button at the bottom of the page to place your order.
13. Repeat for each student.

If you need help, please contact Pam Barden at pbarden@lmclakers.org