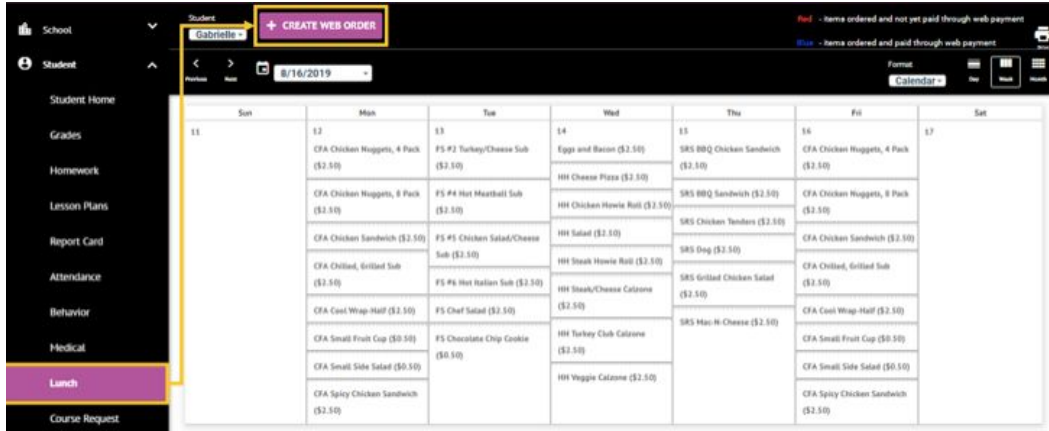


# Step 3: Family Portal Ordering

Parents may log into **Family Portal** and order lunch for their students.

1. After logging into Family Portal, click **Student Information**.
2. Click **Lunch**.

The **Lunch** calendar displays.



3. Click **Create Web Order** to create a lunch order for the student. The **Lunch Order Form** displays, listing each student in the family.
4. 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.

5. Click the date to place an order. The **Lunch Item** list expands.
6. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.
7. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
8. Click **Submit Order**. The charges will now display for the student on their Family Portal portal to be paid on the **Financial** screen.