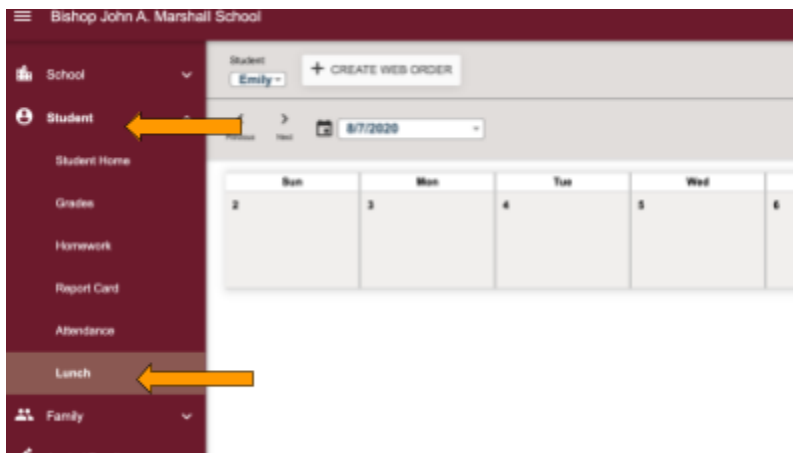


How to Order Breakfast and Lunch through FACTS Portal

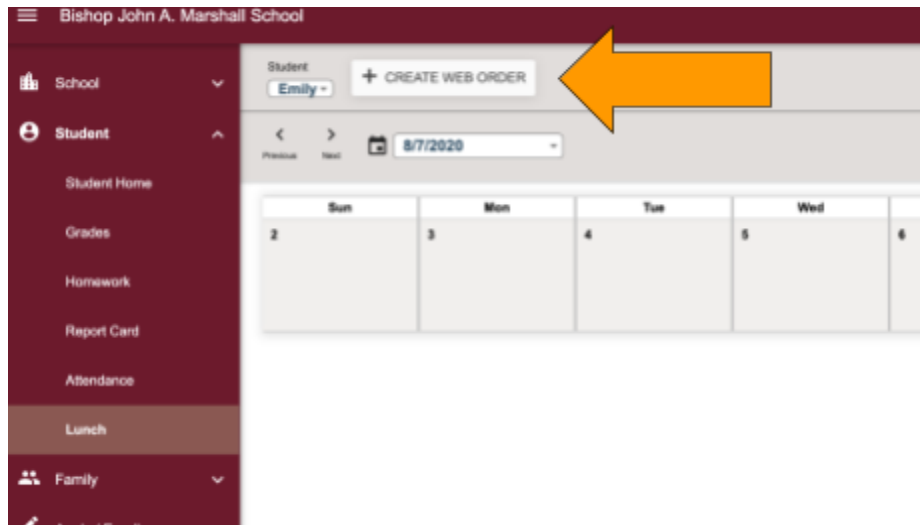
1. Log into Parent Portal on the BJAMS web page.



2. Click on **Student** in the left margin then click on **Lunch**.



- Click on **Create Web Order** at top of page




- Enter the quantity next to each item you want to order (white milk comes with breakfast - please choose which type of milk your student will want with lunch - up to 2 can be ordered)

| LUNCH ITEM | PRICE | QTY | TOTAL |
|---------------------------------------------|-------|-----|-------|
| Lunch Items for Tuesday 09/08/2020 | | | |
| Breakfast | 2.50 | 0 | 0.00 |
| Chocolate Milk | 0.50 | 0 | 0.00 |
| Hot Lunch | 4.00 | 0 | 0.00 |
| White Milk | 0.50 | 0 | 0.00 |
| Sub Total for Tuesday 09/08/2020 | | | 0.00 |
| Lunch Items for Wednesday 09/09/2020 | | | |
| Breakfast | 2.50 | 0 | 0.00 |
| Chocolate Milk | 0.50 | 0 | 0.00 |
| Hot Lunch | 4.00 | 0 | 0.00 |
| White Milk | 0.50 | 0 | 0.00 |
| Sub Total for Wednesday 09/09/2020 | | | 0.00 |
| Lunch Items for Thursday 09/10/2020 | | | |
| Breakfast | 2.50 | 0 | 0.00 |
| Chocolate Milk | 0.50 | 0 | 0.00 |
| Hot Lunch | 4.00 | 0 | 0.00 |
| White Milk | 0.50 | 0 | 0.00 |
| Sub Total for Thursday 09/10/2020 | | | 0.00 |

An orange arrow labeled 'Enter Quantity' points to the 'QTY' column in the 'Chocolate Milk' row of the Tuesday section.

- Scroll to the bottom of the page and click on **Order Items** at the bottom of the page

| | |
|-------------|-------------------------------|
| Hot Lunch | |
| White Milk | |
| | Sub Total for Wednesday 09/30 |
| | Total for E |
| Grand Total | 0.00 |
| Order Items | |



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