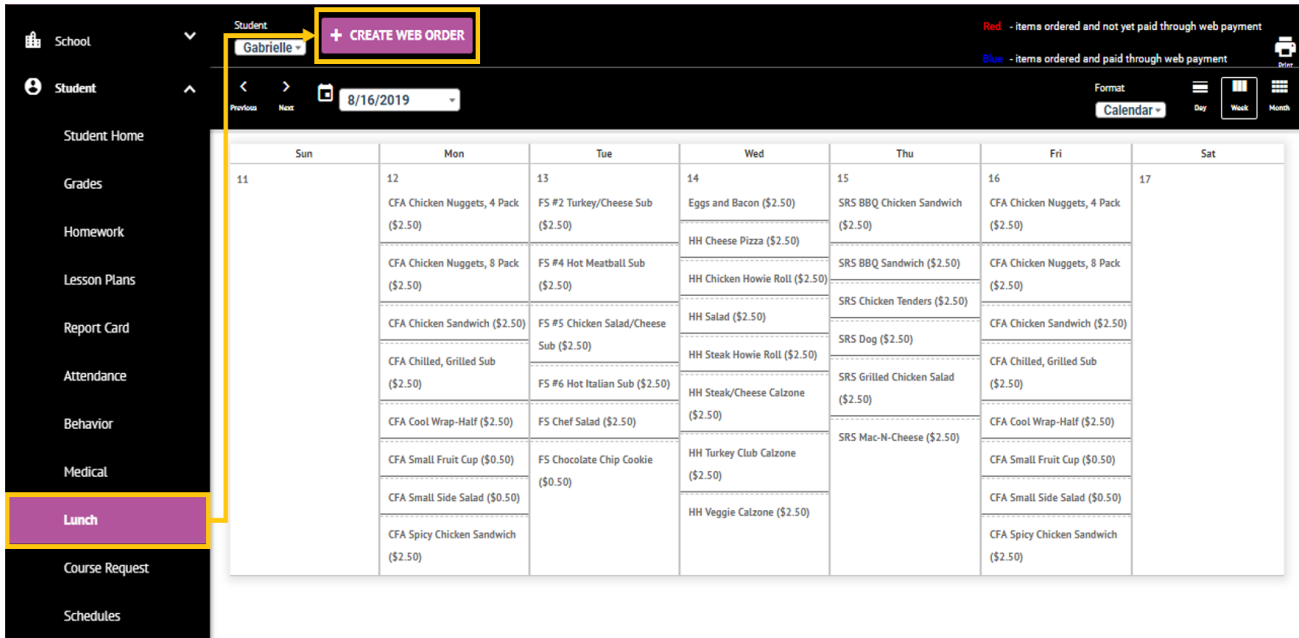


Holy Family Catholic School—Lunch Ordering

Family Portal Instructions

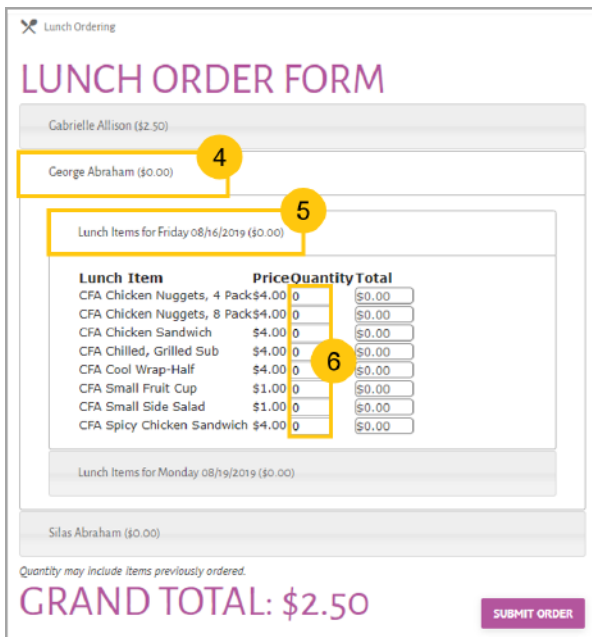
1. After logging into Family Portal, click **Student Information**.
2. Click **Lunch**.

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 to be paid on the **Financial** screen.