

# INSTRUCTIONS TO ORDER BREAKFASTS AND LUNCHES



## Step 1:

1. Go to [www.bishopbaraga.com](http://www.bishopbaraga.com)
2. Choose **Resources** drop down menu, then, **Links/Resources**
3. Scroll down and choose **FACTS Family Portal Login**

## Step 2:

1. Enter District Code: **BB-MI**
2. Enter your Username and Password

**HINT:** \*\*If you do NOT have an account, you will need to create one using the **"Create New Family Portal Account"**

**HINT:** Make sure you click on the **"PARENT"** button NOT staff or student

## Step 3:

1. On left side bar, click **Student**, then **Lunch**
2. Click **"Create Web Order"** at the top by student name
3. Fill in days you wish to order breakfast or lunch
4. Return to the top of the page and select "collapsible"
5. Then click **"Order Items"**.

## Step 4:

1. Make Payment choice
2. Enter payment information
3. Click **SUBMIT**

## Tips:

- You will be charged a (\$0.85) convenience fee when you place an order
- To save money, place your order for a week or month at a time.
- Cheaper if you pay through a bank account instead of your credit card.
- The convenience fee for using your credit card is 3.75% of your total order.

**IF YOU HAVE ANY QUESTIONS OR NEED EXTRA ASSISTANCE,  
STOP BY THE SCHOOL OFFICE OR CONTACT US AT 231-627-5608 :)**