

Lunch Ordering Instructions 2026-27

1. Access FACTS family portal main screen via <https://sis.factsmgt.com/accounts/>. District Code is LANSING-DIO. Use your login info.

The screenshot shows the FACTS family portal login page. At the top, the FACTS logo is displayed. Below it, a white box contains the text "Sign in to continue to FACTS SIS". Underneath, there is a label "District Code" and a text input field containing "LANSING-DIO". A blue "Next" button is located at the bottom right of the white box. The browser's address bar shows the URL "sis.factsmgt.com/accounts/Account/Login?ReturnUrl=%2Faccounts%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3DidsrvCode%26response_type%3Dcode%26scope%3Dopenid%2520profile...". The browser's bookmark bar includes links to School Sites, Gmail, Drive, Calendar, ParishSOFT Giving, ParishSOFT Account..., ParishSOFT Family S..., ST SpendTRACK, Paycor, Mass XLSX, Amazon, Zeffy, FACTS SIS, FACTS Management, and All Bookmarks.

2. Click STUDENT on the left side of the screen.

The screenshot shows the FACTS family portal main screen for the LANSING-DIO district. The left sidebar contains a menu with the following items: School Home, Calendar, Classes, Photo Gallery, Resource Documents, Web Forms, Student (highlighted with an orange circle), Family, Apply / Enroll, and Financial. The main content area displays three sections: Announcements (No announcements found), Events (No events found), and School Calendar: Dates to Note. The School Calendar section lists the following dates: 10/16/26 2026-2027: Q1 End, 10/19/26 2026-2027: Q2 Begin, 12/18/26 2026-2027: Q2 End, 12/21/26 2026-2027: Q3 Begin, 3/12/27 2026-2027: Q3 End, 3/15/27 2026-2027: Q4 Begin, and 6/4/27 2026-2027: Q4 End. The top right corner of the screen shows the school name "St Thomas the Apostle School" and the year "2026-2027 | Q1".

3. From the drop down select LUNCH.

The screenshot shows the LANSING-DIO family portal interface. The left sidebar contains a menu with options: School, Student, Student Home, Grades, Homework, Report Card, Attendance, Behavior, Lunch (highlighted with a red circle), Schedules, Family, Apply / Enroll, and Financial. The main content area displays 'Announcements' (No announcements found), 'Events' (No events found), and a 'School Calendar: Dates to Note' section with a list of dates and events for the 2026-2027 school year.

Date	Event
10/16/26	2026-2027: Q1 End
10/19/26	2026-2027: Q2 Begin
12/18/26	2026-2027: Q2 End
12/21/26	2026-2027: Q3 Begin
3/12/27	2026-2027: Q3 End
3/15/27	2026-2027: Q4 Begin
6/4/27	2026-2027: Q4 End

4. At top of the screen click CREATE WEB ORDER.

The screenshot shows the LANSING-DIO family portal interface. The left sidebar is the same as in the previous screenshot. The main content area shows the 'Lunch' section selected. At the top of the main content area, there is a 'Student' dropdown menu with 'Constantine' selected, and a '+ CREATE WEB ORDER' button (highlighted with a red circle). Below this, there is a calendar view for the week of 9/2/2026. The calendar shows days from Sun to Sat, with dates 30, 31, 1, 2, 3, 4, and 5. The days 2, 3, and 4 are marked 'NO HOT LUNCH'. A legend on the right indicates: Red - items ordered and not yet paid through web payment, Blue - items ordered and paid through web payment, and Green - items ordered, paid, and changed by school.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2 NO HOT LUNCH	3 NO HOT LUNCH	4 NO HOT LUNCH	5

5. Then you will see lunch ordering: lunch order form, as well as your student(s) names listed below.

LANSING-DIO

St Thomas the Apostle School
2026-2027 | Q1

CN

School

Student

Student Home

Grades

Homework

Report Card

Attendance

Behavior

Lunch

Schedules

Family

Apply / Enroll

Financial

Lunch Ordering

Lunch Order Form

Constantine Northrop (\$0.00)

Cyrus Northrop (\$0.00)

Lucy Northrop (\$0.00)

Quantity may include items previously ordered.

Grand Total: \$0.00

SUBMIT ORDER

- Click on the first child's name and a box will drop down with days of the month. Days that there is no lunch will say NO HOT LUNCH when you click on it

LANSING-DIO

St Thomas the Apostle School
2026-2027 | Q1

CN

School

Student

Student Home

Grades

Homework

Report Card

Attendance

Behavior

Lunch

Schedules

Family

Apply / Enroll

Financial

Lunch Items for Tuesday 09/22/2026 (\$0.00)

Lunch Items for Wednesday 09/23/2026 (\$0.00)

Lunch Items for Thursday 09/24/2026 (\$0.00)

Lunch Items for Friday 09/25/2026 (\$0.00)

Lunch Items for Monday 09/28/2026 (\$0.00)

Lunch Items for Tuesday 09/29/2026 (\$0.00)

Lunch Items for Wednesday 09/30/2026 (\$0.00)

Lunch Item

Price

Quantity

Total

NO HOT LUNCH \$0.00 \$0.00

Lunch Items for Friday 10/02/2026 (\$0.00)

Lunch Items for Monday 10/05/2026 (\$0.00)

Lunch Items for Wednesday 10/07/2026 (\$0.00)

Lunch Items for Friday 10/09/2026 (\$0.00)

Lunch Items for Monday 10/12/2026 (\$0.00)

Lunch Items for Wednesday 10/14/2026 (\$0.00)

Lunch Items for Friday 10/16/2026 (\$0.00)

Lunch Items for Monday 10/19/2026 (\$0.00)

Lunch Items for Wednesday 10/21/2026 (\$0.00)

Lunch Items for Friday 10/23/2026 (\$0.00)

Cyrus Northrop (\$0.00)

- Days of the month with hot lunch offered will have a drop-down menu showing available lunch items. Chick-fil-A will be on Mondays, Jimmy John's on Wednesdays, and Pizza Bob's on Fridays. ***Preschoolers have hot lunch (pizza) ONLY on Fridays. They are not offered hot lunch on Monday and Wednesday. If a PreK student gets hot lunch ordered on any day other than Friday, their account will be refunded.***

LANSING-DIO

St Thomas the Apostle School
2026-2027 | Q1

School

Student

Student Home

Grades

Homework

Report Card

Attendance

Behavior

Lunch

Schedules

Family

Apply / Enroll

Financial

Lunch Items for Tuesday 09/22/2026 (\$0.00)

Lunch Items for Wednesday 09/23/2026 (\$0.00)

Lunch Items for Thursday 09/24/2026 (\$0.00)

Lunch Items for Friday 09/25/2026 (\$0.00)

Lunch Items for Monday 09/28/2026 (\$0.00)

Lunch Items for Tuesday 09/29/2026 (\$0.00)

Lunch Items for Wednesday 09/30/2026 (\$0.00)

Lunch Items for Friday 10/02/2026 (\$0.00)

Lunch Item	Price	Quantity	Total
Cheese Slice	\$1.75		\$0.00
Pepperoni Slice	\$1.75		\$0.00
Water	\$0.50		\$0.00
Whole Chocolate Milk	\$1.00		\$0.00
Whole White Milk	\$1.00		\$0.00
Fruit & Veggie Pouch (Applesauce)	\$0.70		\$0.00

Lunch Items for Monday 10/05/2026 (\$0.00)

Lunch Items for Wednesday 10/07/2026 (\$0.00)

Lunch Items for Friday 10/09/2026 (\$0.00)

Lunch Items for Monday 10/12/2026 (\$0.00)

Lunch Items for Wednesday 10/14/2026 (\$0.00)

Lunch Items for Friday 10/16/2026 (\$0.00)

Lunch Items for Monday 10/19/2026 (\$0.00)

8. Enter the quantity of each item you wish to order for each day on the list.

LANSING-DIO

St Thomas the Apostle School
2026-2027 | Q1

School

Student

Student Home

Grades

Homework

Report Card

Attendance

Behavior

Lunch

Schedules

Family

Apply / Enroll

Financial

Lunch Items for Thursday 09/24/2026 (\$0.00)

Lunch Items for Friday 09/25/2026 (\$0.00)

Lunch Items for Monday 09/28/2026 (\$0.00)

Lunch Items for Tuesday 09/29/2026 (\$0.00)

Lunch Items for Wednesday 09/30/2026 (\$0.00)

Lunch Items for Friday 10/02/2026 (\$3.45)

Lunch Items for Monday 10/05/2026 (\$0.00)

Lunch Items for Wednesday 10/07/2026 (\$0.00)

Lunch Items for Friday 10/09/2026 (\$3.45)

Lunch Item	Price	Quantity	Total
Cheese Slice	\$1.75	1	\$1.75
Pepperoni Slice	\$1.75		\$0.00
Water	\$0.50		\$0.00
Whole Chocolate Milk	\$1.00	1	\$1.00
Whole White Milk	\$1.00		\$0.00
Fruit & Veggie Pouch (Applesauce)	\$0.70	1	\$0.70

Lunch Items for Monday 10/12/2026 (\$0.00)

Lunch Items for Wednesday 10/14/2026 (\$0.00)

Lunch Items for Friday 10/16/2026 (\$3.45)

Lunch Items for Monday 10/19/2026 (\$0.00)

Lunch Items for Wednesday 10/21/2026 (\$0.00)

Lunch Items for Friday 10/23/2026 (\$0.00)

9. Once you are done selecting each item, for each day of the month, for each child, at the bottom you will see the grand total, and submit the order.

LANSING-DIO

St Thomas the Apostle School
2026-2027 | Q1

School

Student

Student Home

Grades

Homework

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Financial

Lunch Items for Wednesday 09/30/2026 (\$0.00)

Lunch Items for Friday 10/02/2026 (\$0.00)

Lunch Items for Monday 10/05/2026 (\$0.00)

Lunch Items for Wednesday 10/07/2026 (\$0.00)

Lunch Items for Friday 10/09/2026 (\$0.00)

Lunch Items for Monday 10/12/2026 (\$0.00)

Lunch Items for Wednesday 10/14/2026 (\$0.00)

Lunch Items for Friday 10/16/2026 (\$3.45)

Lunch Item	Price	Quantity	Total
Cheese Slice	\$1.75	1	\$1.75
Pepperoni Slice	\$1.75		\$0.00
Water	\$0.50		\$0.00
Whole Chocolate Milk	\$1.00	1	\$1.00
Whole White Milk	\$1.00		\$0.00
Fruit & Veggie Pouch (Applesauce)	\$0.70	1	\$0.70

Lunch Items for Monday 10/19/2026 (\$0.00)

Lunch Items for Wednesday 10/21/2026 (\$0.00)

Lunch Items for Friday 10/23/2026 (\$0.00)

Quantity may include items previously ordered.

Grand Total: \$23.45

SUBMIT ORDER

10. Your order is not complete until you hit SUBMIT ORDER.

LANSING-DIO

St Thomas the Apostle School
2026-2027 | Q1

School

Student

Student Home

Grades

Homework

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Attendance

Behavior

Lunch

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Family

Apply / Enroll

Financial

Lunch Items for Wednesday 09/30/2026 (\$0.00)

Lunch Items for Friday 10/02/2026 (\$0.00)

Lunch Items for Monday 10/05/2026 (\$0.00)

Lunch Items for Wednesday 10/07/2026 (\$0.00)

Lunch Items for Friday 10/09/2026 (\$0.00)

Lunch Items for Monday 10/12/2026 (\$0.00)

Lunch Items for Wednesday 10/14/2026 (\$0.00)

Lunch Items for Friday 10/16/2026 (\$3.45)

Lunch Item	Price	Quantity	Total
Cheese Slice	\$1.75	1	\$1.75
Pepperoni Slice	\$1.75		\$0.00
Water	\$0.50		\$0.00
Whole Chocolate Milk	\$1.00	1	\$1.00
Whole White Milk	\$1.00		\$0.00
Fruit & Veggie Pouch (Applesauce)	\$0.70	1	\$0.70

Lunch Items for Monday 10/19/2026 (\$0.00)

Lunch Items for Wednesday 10/21/2026 (\$0.00)

Lunch Items for Friday 10/23/2026 (\$0.00)

Quantity may include items previously ordered.

Grand Total: \$23.45

SUBMIT ORDER

11. Review your order overview for all children and click CONFIRM+AND+PAY

LANSING-DIO

School

Student

Student Home

Grades

Homework

Report Card

Attendance

Behavior

Lunch

Schedules

Family

Apply / Enroll

Financial

10/09/2026

Cheese Slice

Whole Chocolate Milk

Fruit & Veggie Pouch (Applesauce)

\$1.75

\$1.00

\$0.70

1

1

1

\$1.75

\$1.00

\$0.70

10/16/2026

Cheese Slice

Whole Chocolate Milk

Fruit & Veggie Pouch (Applesauce)

\$1.75

\$1.00

\$0.70

1

1

1

\$1.75

\$1.00

\$0.70

Lucy Northrop

10/16/2026

Cheese Slice

Whole Chocolate Milk

Fruit & Veggie Pouch (Applesauce)

\$1.75

\$1.00

\$0.70

1

1

1

\$1.75

\$1.00

\$0.70

Constantine Northrop

10/02/2026

Cheese Slice

Whole Chocolate Milk

Fruit & Veggie Pouch (Applesauce)

\$1.75

\$1.00

\$0.70

1

1

1

\$1.75

\$1.00

\$0.70

10/09/2026

Cheese Slice

Whole Chocolate Milk

Fruit & Veggie Pouch (Applesauce)

\$1.75

\$1.00

\$0.70

1

1

1

\$1.75

\$1.00

\$0.70

10/16/2026

Cheese Slice

Whole Chocolate Milk

Fruit & Veggie Pouch (Applesauce)

\$1.75

\$1.00

\$0.70

1

1

1

\$1.75

\$1.00

\$0.70

Order Total: \$23.45

CONFIRM+AND+PAY

12. When you hit submit order, you will be redirected and prompted to pay immediately. Lunch orders WILL NOT be processed without payment. Payment is only accepted online through this lunch order form with CC or ACH.

ST THOMAS SCHOOL

Make A Payment

Carolyn Northrop #5453975384

Payment Method

USAA

VISA

or [Add a New Account](#)

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 3.05%
- Debit Card - up to 3.05%
- Checking or Savings Account - no fee

Card transactions for St Thomas the Apostle School are processed by FACTS Management Company, USA.

Cancel

Customer Service

Terms of Use

Privacy Policy

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13. Make sure you click PAY \$ NOW

 ST THOMAS

☐ **VISA**
or [Add a New Account](#)

- Credit Card - up to 3.05%
- Debit Card - up to 3.05%
- Checking or Savings Account - no fee

Card transactions for St Thomas the Apostle School are processed by FACTS Management Company, USA.

Total Amount

Lunch	\$23.45
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Total **\$23.45** [Details](#)

A transaction receipt will be sent to: cnorthrop@sta2.org & [Add another e-mail address](#)

Authorization

By clicking the Pay Now button, you authorize FACTS on behalf of St Thomas the Apostle School to process this payment from the financial account identified above.

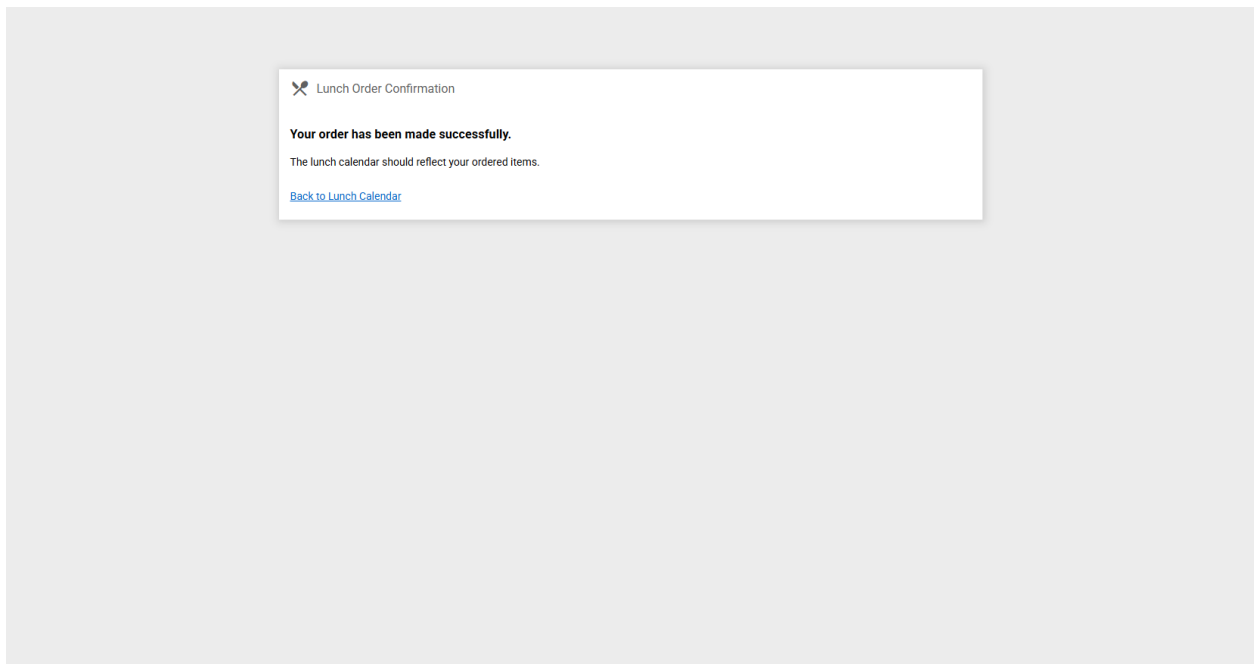
This is an immediate payment and cannot be canceled.

[Cancel](#) **Pay \$23.45 Now**

[Customer Service](#) | [Terms of Use](#) | [Privacy Policy](#)

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14. Wait while your order processes (it was so fast I didn't get a screenshot). You are done when you get to this page:



15. If you go back to the home page at <https://sis.factsmgt.com/accounts/> click on STUDENT, LUNCH, then select the date that lunches start, and you will see your ordered lunch in **BLUE**

LANSING-DIO St Thomas the Apostle School
2026-2027 | Q1

Student + CREATE WEB ORDER

Student: Constantine

10/2/2026

Format: Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 NO HOT LUNCH	29 NO HOT LUNCH	30 NO HOT LUNCH	1	2 Pepperoni Slice (\$1.75) Water (\$0.50) Whole White Milk (\$1.00) Cheese Slice (x1) (\$1.75) Whole Chocolate Milk (x1) (\$1.00) Fruit & Veggie Pouch (Applesauce) (x1) (\$0.70)	3

Legend:
Red - Items ordered and not yet paid through web payment
Blue - Items ordered and paid through web payment
Green - Items ordered, paid, and changed by school

ADDED NOTES

- Link to access portal for hot lunch ordering is <https://sis.factsmgt.com/accounts/> The district code is **LANSING-DIO**
- Hot Lunch is offered Monday, Wednesday, and Friday from Oct 1, 2026 to May 28, 2026 except on half days and days with no school (see <https://sta2.org/school/calendar/>). I have preloaded the lunch ordering calendar with all of these days, so you will see NO HOT LUNCH on those days.
- Lunch ordering opens on the 1st and ends on the 25th of the prior month. For example, if ordering for October, your lunch order must be submitted by September 25th.
- **Hot Lunch is offered on all days for Kindergarten through 12th grade, and ONLY ON FRIDAYS FOR PREK.** I cannot make it so that PreK can only order on Friday, so I will have to manually correct those and credit your account if you do so, which is honestly a nightmare, so have mercy, and please pay attention.
- The bookkeeper cannot submit lunch orders for you on your behalf.
- **We cannot offer customizations for food allergies and sensitivities. If your child cannot have something, please do not order it for them.**
- If you have any further questions or suggestions, you can reach me anytime at cnorthrop@sta2.org
- If you place an order, it is final, and as always, there are no refunds for missed days of school due to sickness or if school closes due to last-minute unforeseen circumstances.