

MOUNTAIN VIEW CHRISTIAN SCHOOLS



Lunch: Billing and Ordering Process

Families who qualify for free meals do not need to place orders—meals will automatically be available at no cost. Students who qualify for free or reduced meals can take a second lunch if available – ***please note: the second lunch will be charged the full price regardless of a student qualifying for a free or reduced lunch.***

For families who qualify for paid or reduced-price meals, you must place your lunch orders through Family Portal (FACTS). **Submit your order at least two weeks in advance.** If you do not place an order and your child takes a lunch, a charge will be applied. An email notification will be sent when a charge is applied.

If you need help completing the lunch application, using Family Portal (FACTS), identifying your user name or resetting your password please contact Ana Garcia or Janice Dunnam by calling our office at 702-382-8610 or via email at: agarcia-marez@mvcs.net or jdunnam@mvcs.net

Please follow these steps to place your lunch order:

?? How to Order Lunches Through Family Portal (FACTS)

1. Log in to your Family Portal account (FACTS):

<https://factsmgt.com/login/>

If you have any issues with your account
Please contact FACTS Parent Help Line
866-441-4637

1. Choose Family Portal Login



2. District Code: MVCS-NV click “Next”



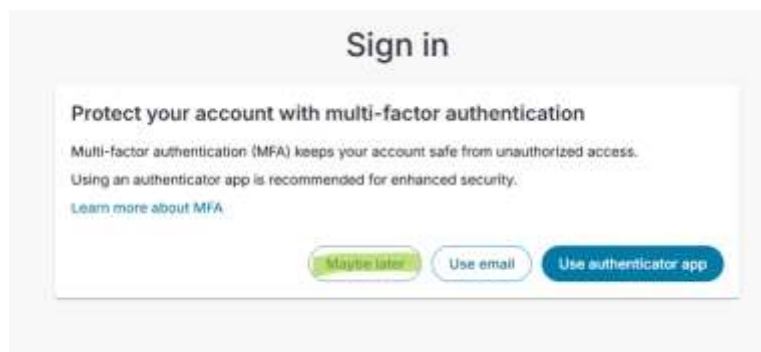
The image shows the FACTS Sign in screen. At the top is the FACTS logo. Below it, the text "Sign in to continue to FACTS SIS" is displayed. There is a "District Code" label above a text input field containing "MVCS-NV". At the bottom are two buttons: "Create Account" and "Next".

3. Enter Username and Password click “Sign in”



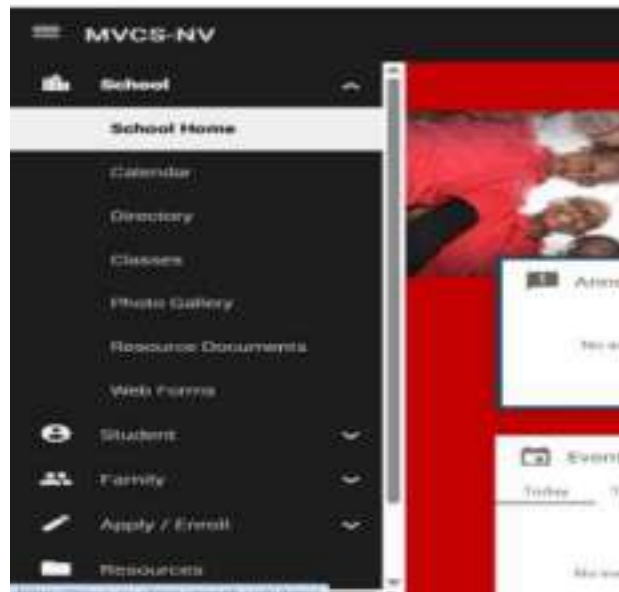
The image shows the FACTS Sign in screen. It has the title "Sign in" and the instruction "All fields are required". There are two input fields: "Username or Email" and "Password". The "Password" field has a green eye icon to its right. At the bottom left is a "Sign in" button, and at the bottom right is a link "Forgot Username / Password".

4. Click “Maybe Later”

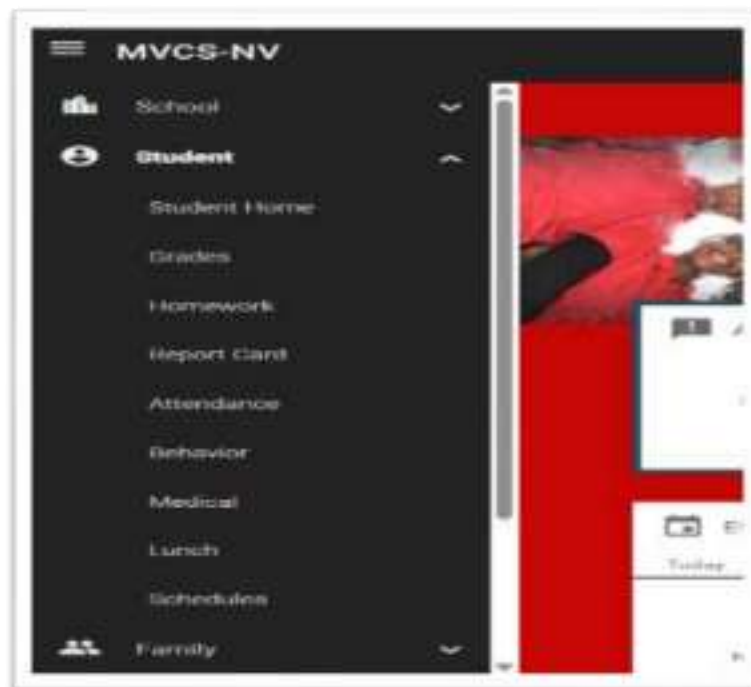


The image shows the FACTS Sign in screen with a multi-factor authentication (MFA) prompt. The title is "Sign in". Below it is the heading "Protect your account with multi-factor authentication". The text says: "Multi-factor authentication (MFA) keeps your account safe from unauthorized access. Using an authenticator app is recommended for enhanced security." There is a link "Learn more about MFA". At the bottom are three buttons: "Maybe later" (highlighted in green), "Use email", and "Use authenticator app".

4. Go to the three lines on the top left corner (you will see a list of choices on the left side of the page)



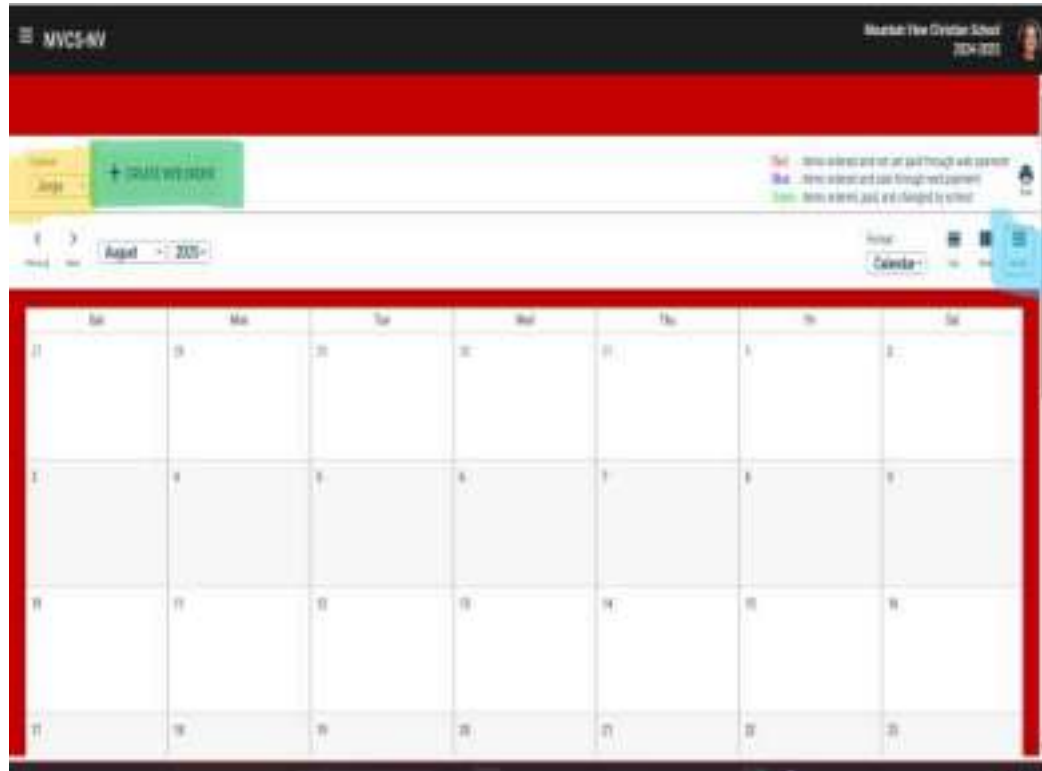
5. Choose Student, and then choose Lunch



6. Choose the Student you whose lunch you want to pre-order (Example Highlighted in Yellow)

- Choose the month format on the top right side (Example Highlighted in Blue)

Choose +Create Web Order (Example Highlighted in Green)



7. Choose meals for each day from the menu.

- Choose quantity.

Lunch Ordering

Lunch Order Form

Armando Garcia-Mendez (\$0.00)

Jorge Rayna-Garcia (\$0.00)

Lunch Items for Monday 08/25/2025 (\$0.00)

Lunch Item	Price	Quantity	Total
5-12 - Cheese Pizza, Broccoli w/Hot Sauce, Hot	\$4.00	2	\$8.00
8-9 Cheese Pizza, Broccoli w/Hot Sauce, Hot	\$4.00		\$4.00
Hot Sauce - Cheese Pizza, Broccoli w/Hot Sauce, Hot	\$4.00		\$4.00
Vegetarian Cheese Pizza, Broccoli w/Hot Sauce, Hot	\$4.00		\$4.00

Lunch Items for Tuesday 08/26/2025 (\$0.00)

Lunch Items for Wednesday 08/27/2025 (\$0.00)

Lunch Items for Thursday 08/28/2025 (\$0.00)

Lunch Items for Friday 08/29/2025 (\$0.00)

Quantity may include items previously ordered

Grand Total: \$0.00

Then go to the bottom and push SUBMIT ORDER (Example Highlighted in Yellow)

Lunch Ordering

Lunch Order Form

Armando Garcia-Mendez (\$0.00)

Jorge Rayna-Garcia (\$0.00)

Lunch Items for Monday 08/25/2025 (\$0.00)

Lunch Items for Tuesday 08/26/2025 (\$0.00)

Lunch Items for Wednesday 08/27/2025 (\$0.00)

Lunch Items for Thursday 08/28/2025 (\$0.00)

Lunch Items for Friday 08/29/2025 (\$0.00)

Quantity may include items previously ordered

Grand Total: \$0.00

SUBMIT ORDER

8. Confirm on this page that all your choices were selected correctly for your child (ren) and the quantity is correct.
9. If its correct push CONFIRM AND PAY

Confirm Lunch Order

Student / Date	Lunch Item	Price	Quantity	Total
Jorge Reyes Garcia 04/25/2022	9 12 Cheese Pizza, Shredded w/ Ranch Dressing, M&M	\$4.00	1	\$4.00
Armando Garcia Mateo 04/25/2022	9 12 Cheese Pizza, Shredded w/ Ranch Dressing, M&M	\$0.00	1	\$0.00
04/26/2022	9 12 Cheese Burgers/Green Bean Salad, Baked Fries, Baked Potato, M&M	\$0.00	1	\$0.00
04/27/2022	9 12 Pork Pizza (Bacon) w/ Shredded Cheddar, Shredded Potato, M&M	\$0.00	1	\$0.00
04/28/2022	9 12 Bacon & Cheese Burger w/ Shredded Potato, Baked Fries, M&M	\$0.00	1	\$0.00
04/29/2022	9 12 Pepper & Onion Sauce, Colored Beans, Cheese, M&M	\$0.00	1	\$0.00

Order Total: \$4.00

BACK CONFIRM AND PAY

Upon selecting confirm and pay it will direct you to the FACTS screen to select the method of payment that is on file. The page gives an option to add additional methods of payment. The order will not be complete until payment is received.

The status of your order is indicated by the RED, BLUE, and GREEN notifications in the top right

corner:

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

Print