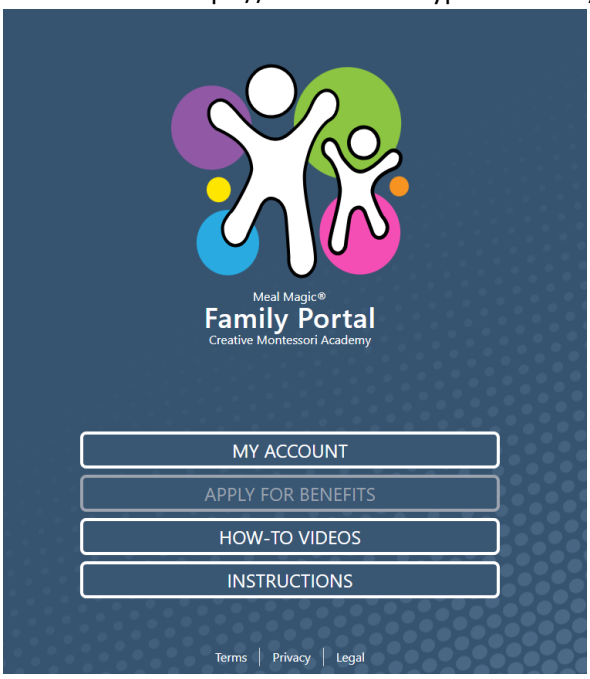
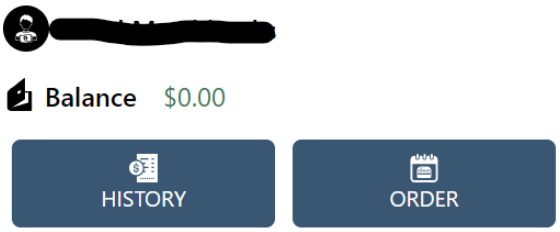
1. Go to website https://creative.familyportal.cloud/ and click on “MY ACCOUNT” and Log In.



2. Your student(s) will pop up. Pick the student and it will take you to the ordering page. Click on order.



3. A list of days available to order will appear. Click on each one to open them up. Choose which days you want to order and select the item. They will show a green check mark.

4. Once you have ordered all the days you want, click on Done. You will be returned to the order page for that student. The ordering is complete.