

ParentsWeb Ordering

Parents may log into **ParentsWeb** and order lunch for their students. As soon as their order is submitted through ParentsWeb, it displays in FACTS SIS. If the order is changed in FACTS SIS, the change is immediately reflected on ParentsWeb.

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

The **Lunch** calendar displays.

The screenshot shows the ParentsWeb interface. On the left is a navigation menu with 'Lunch' highlighted. The main content area is a calendar for the week of 8/16/2019. A '+ CREATE WEB ORDER' button is highlighted in the top right. The calendar table lists lunch items for each day of the week, including options like CFA Chicken Nuggets, FS #2 Turkey/Cheese Sub, and HH Cheese Pizza.

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--------------------------------------|---|----------------------------------|------------------------------------|--------------------------------------|-----|
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | CFA Chicken Nuggets, 4 Pack (\$2.50) | FS #2 Turkey/Cheese Sub (\$2.50) | Eggs and Bacon (\$2.50) | SRS BBQ Chicken Sandwich (\$2.50) | CFA Chicken Nuggets, 4 Pack (\$2.50) | |
| | CFA Chicken Nuggets, 8 Pack (\$2.50) | FS #4 Hot Meatball Sub (\$2.50) | HH Cheese Pizza (\$2.50) | SRS BBQ Sandwich (\$2.50) | CFA Chicken Nuggets, 8 Pack (\$2.50) | |
| | CFA Chicken Sandwich (\$2.50) | FS #5 Chicken Salad/Cheese Sub (\$2.50) | HH Chicken Howie Roll (\$2.50) | SRS Chicken Tenders (\$2.50) | CFA Chicken Sandwich (\$2.50) | |
| | CFA Chilled, Grilled Sub (\$2.50) | FS #6 Hot Italian Sub (\$2.50) | HH Salad (\$2.50) | SRS Dog (\$2.50) | CFA Chilled, Grilled Sub (\$2.50) | |
| | CFA Cool Wrap-Half (\$2.50) | FS Chef Salad (\$2.50) | HH Steak Howie Roll (\$2.50) | SRS Grilled Chicken Salad (\$2.50) | CFA Cool Wrap-Half (\$2.50) | |
| | CFA Small Fruit Cup (\$0.50) | FS Chocolate Chip Cookie (\$0.50) | HH Steak/Cheese Calzone (\$2.50) | SRS Mac-N-Cheese (\$2.50) | CFA Small Fruit Cup (\$0.50) | |
| | CFA Small Side Salad (\$0.50) | | HH Turkey Club Calzone (\$2.50) | | CFA Small Side Salad (\$0.50) | |
| | CFA Spicy Chicken Sandwich (\$2.50) | | HH Veggie Calzone (\$2.50) | | CFA Spicy Chicken Sandwich (\$2.50) | |

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.

Lunch Ordering

LUNCH ORDER FORM

Gabrielle Allison (\$2.50)

George Abraham (\$0.00) **4**

Lunch Items for Friday 08/16/2019 (\$0.00) **5**

| Lunch Item | Price | Quantity | Total |
|-----------------------------|--------|----------|--------|
| CFA Chicken Nuggets, 4 Pack | \$4.00 | 0 | \$0.00 |
| CFA Chicken Nuggets, 8 Pack | \$4.00 | 0 | \$0.00 |
| CFA Chicken Sandwich | \$4.00 | 0 | \$0.00 |
| CFA Chilled, Grilled Sub | \$4.00 | 0 | \$0.00 |
| CFA Cool Wrap-Half | \$4.00 | 0 | \$0.00 |
| CFA Small Fruit Cup | \$1.00 | 0 | \$0.00 |
| CFA Small Side Salad | \$1.00 | 0 | \$0.00 |
| CFA Spicy Chicken Sandwich | \$4.00 | 0 | \$0.00 |

Lunch Items for Monday 08/19/2019 (\$0.00)

Silas Abraham (\$0.00)

Quantity may include items previously ordered.

GRAND TOTAL: \$2.50

SUBMIT ORDER

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