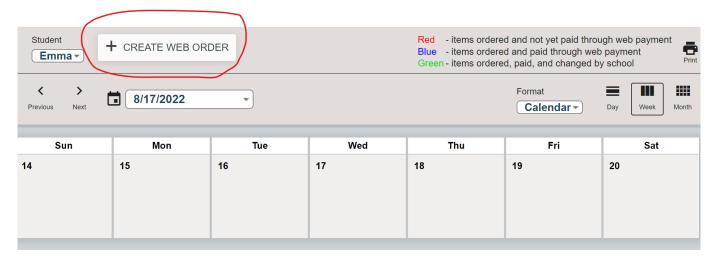
ParentsWeb Ordering

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.
- Click Lunch. The Lunch calendar displays.



- 3. Click **Create Web Order** to create a lunch order for the student. The **Lunch Order Form** displays, listing each student in the family.
- 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 for Brandon				
Note: If an order for an item has been processed, you will not be able to change		to change	that ite	m.
LUNCH ITEM		PRICE	QTY	TOTAL
Lunch Items for Wednesday 08/17/2022				
Lunch Option #1 - Chocolate Milk		4.00		0.00
Lunch Option #1 - White Milk		4.00		0.00
Lunch Option #1 - Strawberry Milk		4.00		0.00
Sub Total for Wednesday 08/17/2022				0.00
Lunch Items for Thursday 08/18/2022				
Lunch Option #1 - Chocolate Milk		4.00		0.00
Lunch Option #1 - White Milk		4.00		0.00
Lunch Option #1 - Strawberry Milk		4.00		0.00
Sub Total for Thursday 08/18/2022				0.00
			-	

- 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.
- Repeat for all dates and all students.
 The Grand Total is listed at the bottom.
- 8. Click Submit Order.

Please reference the menu to see the detailed meal options for each day. Select option #1 with your choice of white, chocolate, or strawberry milk.