

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.

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 for Brandon

Note: If an order for an item has been processed, you will not be able to change that item.

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Wednesday 08/17/2022			
Lunch Option #1 - Chocolate Milk	4.00	<input type="text"/>	0.00
Lunch Option #1 - White Milk	4.00	<input type="text"/>	0.00
Lunch Option #1 - Strawberry Milk	4.00	<input type="text"/>	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	<input type="text"/>	0.00
Lunch Option #1 - White Milk	4.00	<input type="text"/>	0.00
Lunch Option #1 - Strawberry Milk	4.00	<input type="text"/>	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.
7. 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.