

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.

Item	Price	Quantity	Total
6in Black Forest Ham, fruit, drink	\$4.00	1	\$4.00
6in Meatball Marinara, fruit, drink	\$4.00	0	\$0.00
6in Sweet Onion Chicken Teriyaki, fruit, drink	\$4.00	0	\$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**.