COMPUTER LUNCH ORDERING PROCESS:

1. Login to your Parentsweb Account on Renweb
2. From left side of toolbar choose: **STUDENT INFORMATION**
3. Choose **LUNCH**
4. A current monthly menu will be displayed on the screen. You will have several menu items to choose from.
5. At the top right corner of this page (where the calendar is displayed) Click on the tab that says **CREATE WEB ORDER**. This will take you to the next page.
6. The screen for ordering lunches is now displayed. Under each date you need to order which items and quantity you would like to order. You need to order lunch for each student under **THEIR** name. Students are listed in tabs across the top of this page. (drinks are provided with each meal except where noted)
7. **Middle and High School students can purchase more than one item for the day. EX: when ordering Chick-fil-A you may order the meal option (nugget snack and a drink) and an additional order of nuggets (nuggets only). Just choose (1) for each of these items.
8. If your student is in K2-4th grade please order from the menu items with that title
9. 5th-12th grade have a wider selection, and they are the only ones to order from that section
10. When you have completed the lunch choices scroll to the bottom and click the **ORDER ITEMS**.
11. The message **WEB ORDERS CREATED: Total Value of unprocessed order is $X.xx** *WAIT* (sometimes this takes a while) *DO NOT LEAVE* this screen until **SELECT PAYMENT METHOD** is displayed. This will allow you to complete your web payment. Once your payment has been processed, your online lunch ordering is complete. And you will receive an email confirmation.
12. If you look back on your menu the lunches you ordered and paid for will be in **BLUE.** If payment did not go through correctly the items will stay **RED.**