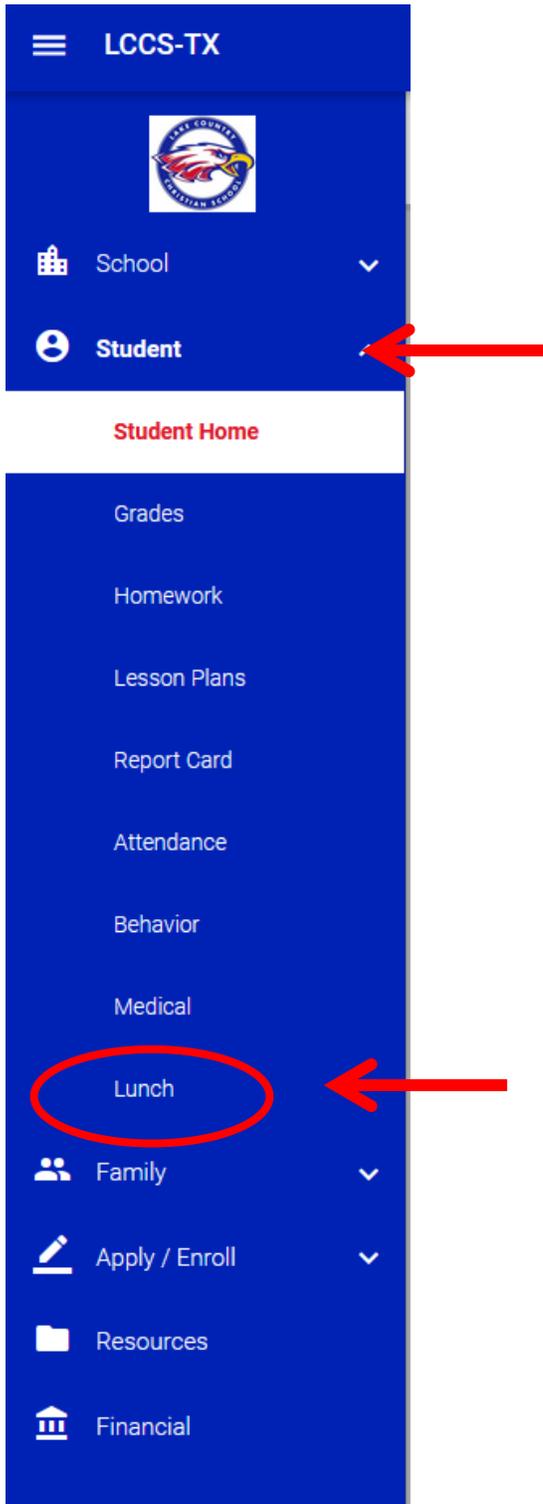


## Lunch ordering instructions using your phone

- 1) Click on the RenWeb Home app.
- 2) Click **Student** then **Lunch**. A calendar will appear.
- 3) Click the date you want to order for. A list of the available menu items within the ordering time-frame will appear.
- 4) Tap desired menu item. To the right of the menu item, you will see "X1" indicating that you selected one of that item.
- 5) If you want more of the same item, tap the item again. A message box will appear with the message: "Do you want to Remove or Add". Click the **Add** button. To the right of the menu item, you will see "X2" indicating that you selected two of that item.
- 6) If you want to remove an item that you selected in error, tap the item. A message box will appear with the message: ""Do you want to Remove or Add". Click the **Remove** button. This will remove all of this item.
- 7) When you are finished selecting the desired lunch item(s), click the **Done** button located on the upper left.
- 8) The message "Lunches Ordered" with the Grand Total will appear near the bottom,
- 9) If you want to see what you have ordered, click on "**Lunches Ordered**". A list of the item(s) you selected will appear.
- 10) If you have multiple children, scroll down for each child.
- 11) Prev/Next buttons can be used to move between days.

# Instructions for ordering lunches online on a PC

- 1) Log into the [FACTS Family Portal](#)
- 2) Click **Parent Log in**, then **FACTS Family Portal (formerly ParentsWeb)**
- 3) On left side of screen enter log in information. (**District code is lccs-tx**). Click Log in.
- 4) After logging into Family Portal, click **Student** then **Lunch**.



- 5) The menu for the current week is listed. There are several options for each day. Prices are in parenthesis.
- 6) If you have more than one student, select the student for which you are ordering from the **Student** list on the upper left side of the page.



Student

Emma

+ CREATE WEB ORDER

Blue - items ordered

<
>

8/3/2020

Format

Calendar

Day

Week

Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
	--- PANDA EXPRESS ---	--- FIREHOUSE SUBS ---	--- CHICK - FIL - A ---	--- TASTE OF ITALY ---	--- DOMINO'S PIZZA ---	
	- PE - Broccoli Beef with Rice and Lo Mein - (\$6.00)	- FH - Chef Salad with Turkey and Ranch Dressing - (\$7.55)	- CF - 12 Nuggets - (\$6.39)	- TI - Baked Ziti - (\$9.25)	- DP - Boneless Chicken with Ranch Dip - (\$6.89)	
	- PE - Jr Orange Chicken with Cookie - (\$5.30)	- FH - Honey Ham and Cheese with L and T 6 inch - (\$5.90)	- CF - 12 Nuggets - Grilled - (\$6.65)	- TI - Chicken Parmigiana with Spaghetti - (\$11.00)	- DP - Chicken Alfredo Pasta - (\$6.69)	
	- PE - Jr Teriyaki Chicken Meal with Cookie - (\$5.30)	- FH - Honey Ham Bag Lunch - (\$7.30)	- CF - 4 Nuggets - (\$3.00)	- TI - Child's Cheese Ravioli - (\$7.00)	- DP - Italian Sausage Marinara Pasta - (\$6.69)	
	- PE - Orange Chicken with Rice and Chow Mein - (\$6.00)	- FH - Hook and Ladder Sub 8 inch - (\$6.00)	- CF - 8 Nuggets - (\$4.40)	- TI - Child's Gluten Free Ziti Marinara - (\$7.50)	- DP - Philly Cheese Steak Sandwich - (\$6.69)	
	- PE - Sweefire Chicken with Rice and Chow Mein - (\$6.00)	- FH - Italian Sub 8 inch - (\$6.00)	- CF - 8 Nuggets - Grilled - (\$4.59)	- TI - Child's Lasagna - (\$7.00)	- DP - Simple Philly Cheese Steak Sandwich - Just Steak and Cheese - (\$6.69)	
	- PE - Teriyaki Chicken with Rice and Chow Mein (\$6.00)	- FH - Kids Ham and Cheese with Rice Krispie Treat - (\$5.00)	- CF - Applesauce - (\$1.99)	- TI - Child's Spaghetti and Meatball (\$7.00)	- DP - Slice Cheese Pizza - (\$2.50)	
	--- PANARA BREAD ---	- FH - Kids Turkey and Cheese with Rice Krispie Treat - (\$5.00)	- CF - CFA Sandwich - (\$4.75)	- TI - Child's Spaghetti Marinara - (\$6.50)	- DP - Slice Pepperoni Pizza - (\$2.50)	
	- PB - Apple - (\$0.99)	- FH - Potato Chips - (\$1.00)	- CF - Chilled Grilled Chicken Sub - (\$6.25)	- TI - Gluten Free Cheese Pizza - (\$11.00)	--- ORANGE LEAF FROZEN YOGURT	
	- PB - Bowl of Broccoli and Cheese Soup with Baguette - (\$7.15)	- FH - Rice Krispy Treat - (\$0.70)	- CF - Cobb Salad with Grilled Chicken and Avocado Lime Ranch Dressing - (\$8.85)	- TI - Slice Cheese Pizza - (\$2.50)	- OL - Frozen Yogurt - Birthday Cake - (\$2.45)	
	- PB - Bowl of Chicken Noodle Soup with Baguette - (\$7.15)	- FH - Roast Beef and Cheese with L and T 6 inch - (\$5.90)	- CF - Grilled Chicken Wrap with Ranch Dressing - (\$6.85)	- TI - Spaghetti and Meatballs - (\$9.50)	- OL - Frozen Yogurt - Cookies N Cream - (\$2.45)	
	- PB - Chicken Caesar Salad with Baguette - (\$9.50)	- FH - Smoked Turkey and Cheese Sub with L and T 6 inch - (\$5.90)	- CF - Medium Fruit Cup - (\$3.19)	- TI - Spaghetti Marinara - (\$8.50)	- OL - Frozen Yogurt - Orange - (\$2.45)	
	- PB - Cinnamon Crunch Baegal with	- FH - Smoked Turkey Bag Lunch - (\$7.30)	- CF - Spicy CFA Sandwich - (\$5.05)	- TI - Tossed Salad - (\$3.00)		
			- CF - Spicy CFA Sandwich No Pickle	--- WHATABURGER ---		

- 7) To start an order, click the **Create Web Order** button.  The **Lunch Ordering** window will appear. Here you will enter the quantity for the desired food item(s). If you have more than one student, additional student(s) will be listed after the completed menu items for the first student.

 Lunch Ordering

Display Type:  Classic  Collapsible

## Lunch Ordering for Emma

LUNCH ITEM	PRICE	QTY	TOTAL
<b>Lunch Items for Monday 08/03/2020</b>			
- - - PANDA EXPRESS - - -	0.00	0	0.00
- PE - Broccoli Beef with Rice and Lo Mein -	6.00	0	0.00
- PE - Jr Orange Chicken with Cookie -	5.30	0	0.00
- PE - Jr Teriyaki Chicken Meal with Cookie -	5.30	0	0.00
- PE - Orange Chcken with Rice and Chow Mein -	6.00	1	6.00
- PE - Sweefire Chicken with Rice and Chow Mein -	6.00	0	0.00
- PE - Teriyajki Chicken with Rice and Chow Mein	6.00	0	0.00
- - - PANARA BREAD - - -	0.00	0	0.00
- PB - Apple -	0.99	1	0.99
- PB - Bowl of Broccoli and Cheese Soup with Baguette -	7.15	0	0.00
- PB - Bowl of Chicken Noodle Soup with Baguette -	7.15	0	0.00
- PB - Chicken Caesar Salad with Baguette -	9.50	0	0.00
- PB - Cinnamon Crunch Bagel with Cream Cheese -	3.75	0	0.00
- PB - Fresh Fruit Cup -	3.30	0	0.00
- PB - Fuji Apple Chicken Salad with Baguette -	10.50	0	0.00
- PB - Half Ham and Swiss with L and T and Chips -	6.15	0	0.00
- PB - Half Turkey Sandwich on Wheat with L and T and Chips -	6.15	0	0.00
- PB - Kids Broccoli & Cheese Soup with Baguette -	6.05	0	0.00
- PB - Kids Chicken Caesar Salad with Yogurt -	7.50	0	0.00
- PB - Kids Chicken Noodle Soup with Baguette -	6.05	0	0.00
- PB - Kids Grilled Cheese Sandwich and Yogurt -	5.00	0	0.00
- PB - Kids Ham and Amer Cheese Sandwich with Yogurt -	5.00	0	0.00
- PB - Kids Mac and Cheese with Yogurt -	6.25	0	0.00

- PB - Kids Turkey and Cheese Sandwich with Yogurt -	5.00	0	0.00
- PB - Mac and Cheese Large -	9.25	0	0.00
- PB - Turkey Sandwich and Chips -	8.00	0	0.00
- - - LC EXTRAS - - -	0.00	0	0.00
- LC - Milk - Chocolate 8 oz carton -	0.85	0	0.00
- LC - Milk - White 8 oz carton -	0.85	0	0.00
- LC - Water 16.9 oz -	1.00	0	0.00
- LC - Water 8 oz -	0.50	0	0.00
<b>Sub Total for Monday 08/03/2020</b>			<b>6.99</b>

8) When you have completed selecting food items and quantities for this student, the Sub total for that student's order for that day will appear at the end of the menu list. Continue ordering for the rest of the week(s) if desired. Continue same process for any of your other students if applicable. Click the **Order Items** button at the bottom of the page.

Grand Total 6.99  
 Order Items

←

The Grand Total indicates the sum of all items for that you have ordered.

9) After the **Order Items** button is clicked, the following message will be received:

**Lunch Ordering**  
  
 Lunch Orders Created.

10) To see what you have ordered, click on Lunch on the left hand side of the screen. The Lunch Menu window will appear. The items you ordered for the student and date selected will be highlighted in blue.

LCCS-TX

School

Student

Student Home

Grades

Homework

Lesson Plans

Report Card

Attendance

Behavior

Medical

Lunch

Family

Apply / Enroll

Resources

Financial

Student Emma
+ CREATE WEB ORDER

8/3/2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
---	---	---	---	---	---	---
- PE - Jr Orange Chicken with Cookie - (\$5.30)	- PE - Orange Chicken with Rice and Chow Mein - (\$6.00)	- PE - Teriyaki Chicken Meal with Cookie - (\$5.30)	- PE - Orange Chicken with Rice and Chow Mein - (\$6.00)	- PE - Sweetfire Chicken with Rice and Chow Mein - (\$6.00)	- PE - Teriyaki Chicken with Rice and Chow Mein (\$6.00)	- PE - Teriyaki Chicken with Rice and Chow Mein (\$6.00)
---	- PB - Apple - (\$0.99)	- PB - Bowl of Broccoli and Cheese Soup with Baguette - (\$7.15)	- PB - Bowl of Chicken Noodle Soup with Baguette - (\$7.15)	- PB - Chicken Caesar Salad with Baguette - (\$9.30)	- PB - Cinnamon Crunch Bagel with	---