

Woodland Christian Elementary School

Online Lunch Program Instructions

The elementary lunch program has been set up through RenWeb's ParentsWeb, a private and secure parents' portal that will allow parents to order and pay for their elementary students lunches and milk. This gives parents control of what their child is ordering and eating. In order to better prepared, we ask that you order at least for two weeks at a time. You can order up to a month in advance. Lunch orders are closed off at two week intervals so that we can order accordingly. After the lunch and or milk order has been made you pay for just the order placed. If your child is absent you can come by the school and pick-up their lunch. School lunches are available on Minimum Days to Extended Care children ONLY; Orders must be made and paid for online through ParentsWeb. Orders that are not paid for will not show up in our lunch count.

Just follow the steps below:

First access our easy-to-use **RenWeb ParentsWeb**:

- Go to Internet Explorer or you web browser and type in the address of our school website at www.woodlandchristian.org.
- Click on "ParentsWeb" found on the homepage under the parents tab then click on "to register".
- Log in as follows: (you must have provided your email address to the school in order to log on to RenWeb Parents Web)
 1. First, you need to make sure that the school has your email address in RenWeb.
 2. Next, go to www.renweb.com and click **Logins**.
 3. Click **ParentsWeb Login**.
 4. Type your school's **District Code: WOOD-CA**
 5. Click **Create New ParentsWeb Account**.
 6. Type your email address and an email is sent to you. Click the **Click to change password** link. This link is only valid for 30 minutes.
 7. A web browser displays your Name and RenWeb ID.
 8. Type a **User Name, Password** and **Confirm** the password.
 9. Click **Save Password**.
A message displays at the top of the browser, "**User Name/Password successfully updated.**"
 10. You can now log into ParentsWeb using your new User Name and Password.

TO ORDER LUNCHES:

- Click on "**Student Information**", **select child** at the top.
- At the bottom right border of the Lunch Menu click "**Lunch Calendar & Order**".
- Scroll to bottom and click "**Create Web Order**".
- Place your order for each day you would like lunches. When finished scroll to bottom and click "**Order Items**". The next window will display "**Web**

Orders Created: Total value of unprocessed ordered items is \$....." The total amount of your order will also be displayed. **Your lunch and/or milk items have NOT been ordered until you click on PayNow and complete the payment process.**

- **If you have multiple children in WCS make sure that you scroll to the bottom and click "Order Items".**
- Orders must be placed no later than 8:30 am on Monday morning. Orders need to be place up to two weeks in advance.

TO PAY:

- Click on **PayNow**. It will take you to the payment screen.
- **Make Payment** displays your address information, and you can then select whether you want to pay using a checking account, savings account, credit card or debit card. Your lunch items ordered are not processed until you complete and submit payment. If you do not complete the payment process you child will not have a lunch and/or milk.
- Once you input your bank or credit card information, your payment is reflected immediately in your account. You have the option of printing a receipt. Your information is not saved.

There's no need to qualify in advance or register for the service. Simply provide your credit/debit card or bank account information each time you **PayNow**, and your transaction is approved before it is recorded against your family account balance.

PLEASE NOTE: All of your enrolled children will be listed in the *Create Web Order* area. Reminder, this lunch ordering system is for elementary students only.

On Minimum Days you can order school lunches are available to Extended Care children ONLY.

- Please contact the elementary school office, at 530.666.6615, with any questions.