

How to Order Lunches on RenWeb

To order lunches you must first create a ParentWeb account in RenWeb. Lunches can only be ordered from a ParentWeb account.

1. Log on to your ParentWeb account:
 - a. Go to www.RenWeb.com
 - b. Click on Logins (the last tab on right of the banner at the top)
 - c. Click ParentWeb Login
 - d. Enter District Code: CTK-TX
 - e. Enter your user name
 - f. Enter password
 - g. Click on Parent & then on Login
2. Click on "Student Information" on the menu on the left-hand side
3. Click on "Lunch". The 2-week lunch menus that are available to order will display. If the information displays in red, your orders have not been completed. If the information is in blue, orders are complete.
4. Click on "Create Web Order" button.
5. Select "Student"
6. Enter quantity of meal and quantities of any extras you would like to order.
7. When done click on "Order Items" at the bottom of the screen. A confirmation of the total owed will show on the screen and a few seconds later a payment method box will display. You must pay at this point in order for your order to be complete. After selecting payment method, click "Continue".
8. Fill out necessary information for payment method selected. Click "Continue". A electronic receipt will be emailed to you.
9. Repeat for each of your students.