



**NorthFloridaSchool**  
Of Special Education

*Enhance. Empower. Enlighten.*

## **NFSSE Lunch Ordering System is Now Available**

Below are instructions to order and pay for your child's lunch.

### **To access ParentsWeb:**

- **Access Google Chrome (If you do not use Google Chrome you will not be able to complete your order)**
- Please go to [renweb.com](http://renweb.com).
- Click on the **LOG IN** button.
- Select **Parentweb Login** from the menu bar at the top of the screen then **FACTS Family Portal (ParentsWeb)** from the drop-down menu.
- Enter **NFS-FL** into the District Code field.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **STUDENT** tab in the left menu.
- Click on the **LUNCH** tab.
- Select **CREATE WEB ORDER** at the top of the screen. (You will then see the lunch items listed in date order.)
- Select the items by putting a "1" in the **QTY** column.
- You must make your selections and pay in advance for the entire month.
- Prepaid lunches cannot be refunded. Example: if your child brings lunch on a day that has been prepaid, we cannot refund you for that day.

**IMPORTANT NOTES:** For some items, there are different options depending on your child being in the **Lower** School (Elementary and Intermediate) or the **Upper** School (Secondary, Transition, and Post Grads).

- Once you are done making your selections for the month, a **Grand Total** will be listed at the bottom of the page.
- Click on **Order Items** (You will be prompted to pay with Credit Card or Bank Account).
- **At this time, the Parentweb Ordering System does not accept VISA.**
- **You cannot order on a Mobile Device, only on a laptop or desktop computer.**
- You can go into ParentsWeb at any time during the month to look at the lunch calendar and see what you have ordered. You can also print the calendar.

If you have any questions, please contact Allison Mitchell at [amitchell@northfloridaschool.org](mailto:amitchell@northfloridaschool.org) or 904-724-8323 x1090.