



@ FIRST BAPTIST ACADEMY JACKSONVILLE
(How to Order Lunch)

You may order you child lunch by placing an order for it online via RenWeb. Orders must be placed prior to 8:00 a.m. for your order to processed.

Here are the instructions for placing online lunch orders:

- Go to renweb.com.
- Across the top tool bar, scroll over LOGINS, and drop down to ParentsWeb and left-click on ParentsWeb.
- In the District Code box, type: FBJ-FL (ALL CAPS, as it is case sensitive).
- In the User Name box, type your user name that you entered when you set up your RenWeb account.
- In the Password (case-sensitive), type your password that you entered when you set up your RenWeb account.
- Your Family RenWeb Account should appear.
- On the Left Tool Bar, click on STUDENT INFORMATION.
- Then, when the sub-menu drops down, please click on LUNCH.
- LUNCH will come up with each of your children’s names with his/her own tab. However, if you select one child’s tab, you can scroll down to see each child’s order on without having to click on each individual child’s tab.
- Click on a tab with your child’s name, and then scroll down to the bottom of the menu calendar.
- Click Create Web Order.
- Enter the quantity you would like to order by each menu selection.
- DONE!

If a child does not pre-order a lunch and does not bring a lunch from home, we will not allow him/her to go hungry. Instead, he/she will be served a grilled cheese sandwich lunch (including sides and drink), and his/her FACTS account will be charged accordingly.

Every other Friday, is Ice Cream Friday. Every other Friday, students can purchase ice cream during lunch. Because those do not need to be prepared to order, students do not need to pre-order those. They can choose to purchase an ice-cream every other Friday. If you have multiple children, each child will have his/her own tab in RenWeb for you to place your orders for each child.

