

Ordering Lunch through FACTS SIS (RenWeb)

- Log into FACTS SIS (There is an app available if you want to purchase it).
 - The school District code is CCS-OH.
 - To contact FACTS SIS call 1-866-800-6593.
- Select Student Information
- Lunch
- Change time frame (by clicking on the drop-down menu) to month
- Select the appropriate month
- Create Web Order on the top right
- You will see each day's menu
- Put 1 in the QTY box beside the item you wish to buy for your child. If you would like two entrées put 2 in the QTY box.
- If you have more than one child the second child will show after you have completed the entire month of ordering for the first child.
- After you have selected everything you want to order- click the Grand Total box. It will calculate the total amount owed.
- Select Order items
- It will take you to the checkout page
- Select if you wish to pay by bank account or credit card
- Click Submit
- Review the order
- Click Submit again.

If you wish to double-check your order, select student information, lunch, time frame (change to month) and select the month you for which you ordered. Everything you ordered will appear in blueprint. If it appears in red, it means that you did not complete the ordering process. If you do not receive a confirmation email that also indicates that you did not complete the order.

There is a \$0.85 charge for using your bank account and a 3.74% charge for using a credit card.

Some Perks

- Convenient! No sheet to turn in at school!
- No checks!
- Order and Purchase from your home or work!
- You can check FACTS SIS at any time to confirm if your child is buying.

For questions, call the office at 874.8500 between 8:00 am and 4:00 pm or FACTS SIS at 866-800-6593.