

Ordering JH/SH Lunch through FACTS SIS (RenWeb)

- Log into FACTS SIS (There is also an app available.)
 - The school district code is CCS-OH.
- Select "Student Information"
- Click "Lunch"
- Change time frame (by clicking on the drop-down menu) to month
- Select the appropriate month
- Click "Create Web Order" on the top
 - You will see each day's menu
 - Put 1 in the QTY box beside the item/day you wish to buy for your child.
 - 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.
- Click "Order Items" (scroll down and you will see this at the bottom).
- 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", "Timeframe" (change to month) and select the month you for which you ordered.

CHECK YOUR FAMILY PORTAL:

When an order is successful - everything you ordered will appear in **BLUE** print.

If it appears in **RED**, it means that you did not complete the ordering process.

Remember - 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 3.75% 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.