HOT LUNCH & PIZZA
ONLINE

Starting February 2018 lunch orders and pizza orders will be placed online using RenWeb.
- No need to drop off forms nor money at the main office
- Pay online using FACTS, credit/debit card or checking/savings account
- Submit one payment for both hot lunch and pizza
- Families will have a 10 day window to order lunch for the following month

How to get started!
- Log onto RenWeb
- Go to Student Information
- Click Lunch

To View Lunch Menu

APP	DESK TOP
You will see calendar, click on the day to see lunch options	Select format: calendar or list Select time frame: month, week or day

To Place Lunch Orders

APP	DESK TOP
- From the calendar, click on a day. You will see the items that are available that day. Scroll down to see more students. - Click on the item you want to order. To remove or add an item click on it again. - Hit next for the following day of the week, or hit "Done" to move back to calendar and select different day. - Once all items have been selected, click "Done" on the upper left corner. - Click "Grand Total" found at the bottom. - Click "Pay Now" and you will be directed to FACTS to submit payment.	- Click on "Create Web Order" - Click on student's name for a drop down menu - Click on the day to view what is on the menu that day - Make selection by typing in quantity - Your selections are saved automatically - Move on to the following day - Select lunch items for all your students - When selections are completed click "Submit Order," you will see a list of the lunches ordered for the student(s) - Click "Confirm and Pay" and you will be directed to FACTS to submit payment.

To View Orders Placed

APP	DESK TOP
On the calendar, there will be a dot on the days lunch was ordered and paid for.	Items ordered and paid for will appear in blue.