



How to set up your My Student Account

To Start

Go to your **School website** and click on **My Student Account** at the top, right-hand corner. or

Go to the School's portal and click on the Parent Association link at the top of the left-hand navigation bar. Click on the My Student Account Link which will take you to the login screen. Click First time user.



Review the terms displayed. Scroll to the bottom of the page and click **Agree to terms**.

The registration start screen is displayed. Click the Next button.

Create your own login and password by completing the parent registration.

When completed, click the Next button.

Your Registration is complete.

Click the link to close the web page. You will be taken back to the **Login page**.

The MSA system will send you an email confirming the login and password you created plus a link to activate your new account. Click Activate Link. Click on the Return to My Student Account Login link.

Log back in to finalise your new account details using the email address and password you created, click the **Login** button to proceed.



You are now in the main accounts screen where you must now add your son's details. Click on Add/Edit Accounts which is below the main Accounts heading on the top left hand side of the page.

Accounts	User Accounts
Account List Add/Edit Accounts	To modify the account, click the account number in the list below
Add/Edit Accounts	Account Number Description
Online Ordering	· · · · · · · · · · · · · · · · · · ·
Online Orders	
User Profile	Notes:
Change profile details Change password	Balance - The Web Portal is not a live link to the School Server. Available Balance - This is updated every morning at 6am when Server Update is received from the School.
Help	
Knowledge Base	s - Recharge Account (Add funds)
Fee disclosure	- View Transactions
Session	Set Low Balance Notification
Logout	
Terms and conditions	





Enter a description for the account (ie John's account)		
School		
Student Number		
Student's First Name		
Student's Last Name		
Date of Birth Day Month Year		
OR		
If you have been issued the Account Reference Number and Security Code for an account, then you can use these as an alternative to entering the School, Student Number, Student's Name and Date of Birth.		
Account Reference Number Security Code		

Enter a description for the account name and enter your school and son's details including his date of birth. The system will auto search and find the correct school as you type. Simply click on the School name (when it appears) to add it.

Click the Add New button at the bottom right of the page.

The screen will change to show that your son's account has been successfully added.

Click on Account List under the Accounts heading to go back to the main accounts screen.

You should now be able to see your **new student account**. See below Test Account we created for sample. The description will be the account name you created.

User Accounts		
To modify the account, c	lick the account number in the list below	
Account Number	Description	
<u>9910090041113</u>	Test Account	

The key function buttons on the right hand side of the page allow you to quickly:



add funds to your account using credit cards (funds approved in approx 30 minutes)

view all account spending

set your low balance email warning (eg set to \$20.00 for email warning on balance).

With money in your account you are now able to provide and track all spending at School for your son.

Special Account Configuration Features

The following instructions show how you can apply a daily spend limit, provide notifications (allergy warning) and restrict items for purchase. Once set, you can have peace of mind that the system will maintain your instructions across all school service areas.

Click Add/Edit Accounts under the main Accounts heading on the left main menu

Click the Account number at the bottom of the page e.g. 99100xxxxx

Sample screen shot of the Test Account showing the Account Number in blue below.

To modify an account, click on the account number in the below list		
Account Number	Description	
<u>9910090041113</u>	Test Account	

On the Update account details pages you have access to your B-Pay deposit numbers and can set your account preferences, daily spend limits and restrictions. These are optional.

Click on Accounts List to go back to the main accounts page.

You can access Online Ordering for the tuck shop and events by clicking on **Online Orders** under the main left-hand-side menu.

Need Help?

To assist we require the following information:

- 1. student name and number or Account Reference Number
- 2. the nature of the issue, best description possible please
- 3. the date and time the problem occurred



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