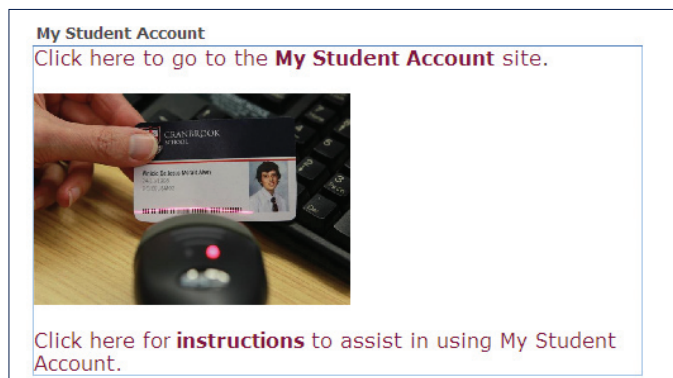# How to set up your My Student Account

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.

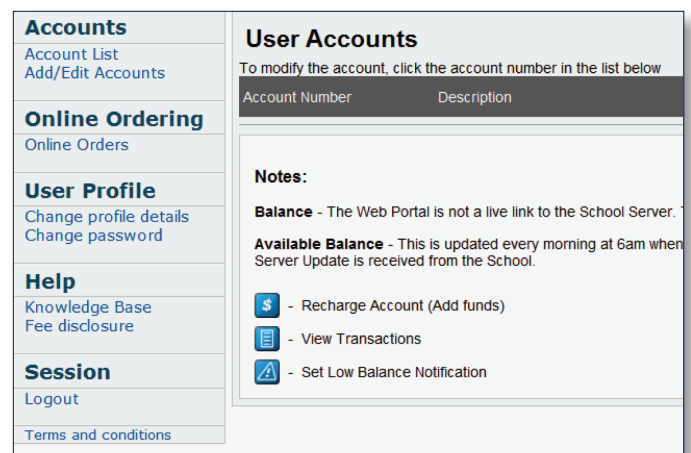When completed, click the **Next** button.

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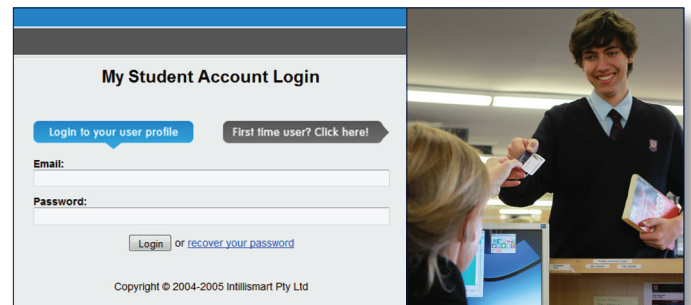
You are now in the main accounts screen where you must now add your son's details. Click on **Add/Edit Accounts** which is below the main Accounts heading on the top left hand side of the page.

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.

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. 99100xxxxxx

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

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

my student account

Phone: 1300 369 783
Fax: 1300 138 015
Email: support@mystudentaccount.com.au