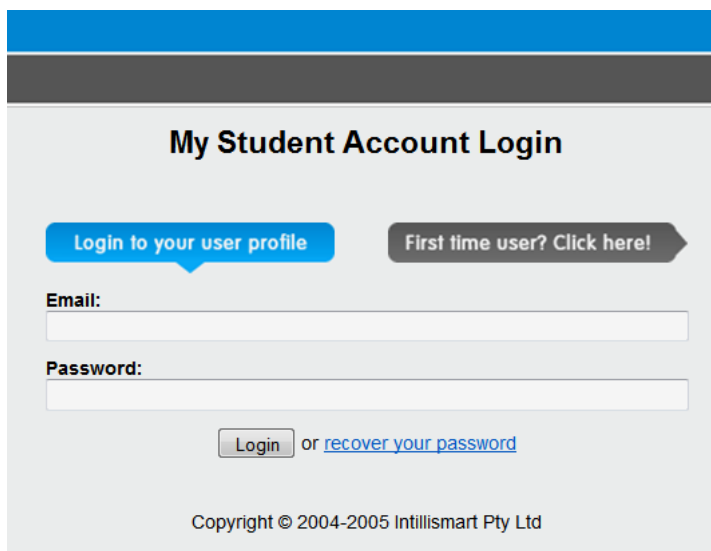


## How to set up your "My Student Account"

The following instructions step parents and students through the process of setting up their new My Student Account for the first time. **To Start:**

**Go to your school web** portal and click on the My Student Account Link which will take you to the login screen. **Click "First time user"** (grey) arrow as shown below



**Review the terms** displayed, scroll to the bottom of the page and **click Agree to terms**

[I AGREE TO TERMS](#) - [I DISAGREE TO TERMS](#)

The registration start screen is displayed. **Click the Next button** on the right of this page

**Next** ➔

**Complete the parent registration** required details. We use this information to verify the account and if needed send important information to you via email or phone.

### Registration - Login and Personal Details

When completed, **click the Next button** on the right to proceed to the next step

**Next** ➔

**Registration complete**

# my student account

Click the link below to close the web page which will take you back to the Login page

[Click here to close this window](#)

Go to your email account and open the message sent from our system. Click send/receive button and check your junk folders if the message is not seen.

✉ **webmaster@mystudentaccount...**

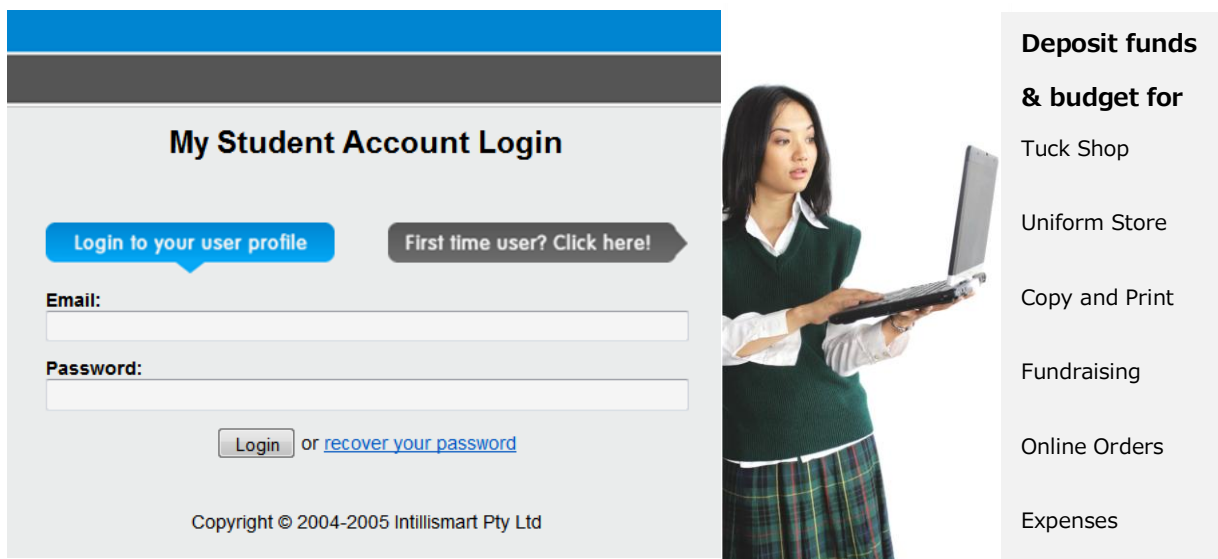
The email contains the login and password you created, plus a link to activate your new account. Click on the activate link. A web page with the message below will appear.

Your account profile has been successfully activated.

[Return to the My Student Account website](#)

Click on the "Return to My Student Account website" link (as shown above)

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






The image shows a screenshot of the 'My Student Account Login' page. The page has a blue header and a grey background. The title 'My Student Account Login' is centered. Below the title, there are two buttons: 'Login to your user profile' and 'First time user? Click here!'. There are two input fields: 'Email:' and 'Password:'. Below the password field, there is a 'Login' button and a link 'recover your password'. At the bottom, it says 'Copyright © 2004-2005 Intillismart Pty Ltd'. To the right of the login page, there is a sidebar menu with the heading 'Deposit funds & budget for' and a list of items: Tuck Shop, Uniform Store, Copy and Print, Fundraising, Online Orders, and Expenses. A woman in a school uniform is holding a laptop next to the sidebar menu.

You are now in the main accounts screen where you must now add your student details.

Click on "Add/Edit Accounts" which is below the main Accounts heading on the top left hand side of the page

The main Accounts Page showing listed headings on the left is shown below

<b>Accounts</b> <a href="#">Account List</a> <a href="#">Add/Edit Accounts</a>	<b>User Accounts</b> To modify the account, click the account number in the list below		
<b>Online Ordering</b> <a href="#">Online Orders</a>	<table border="1"><thead><tr><th>Account Number</th><th>Description</th></tr></thead><tbody></tbody></table>	Account Number	Description
Account Number	Description		
<b>User Profile</b> <a href="#">Change profile details</a> <a href="#">Change password</a>	<b>Notes:</b> <b>Balance</b> - The Web Portal is not a live link to the School Server. <b>Available Balance</b> - This is updated every morning at 6am when Server Update is received from the School.		
<b>Help</b> <a href="#">Knowledge Base</a> <a href="#">Fee disclosure</a>	<ul style="list-style-type: none"><li> - Recharge Account (Add funds)</li><li> - View Transactions</li><li> - Set Low Balance Notification</li></ul>		
<b>Session</b> <a href="#">Logout</a>			
<a href="#">Terms and conditions</a>			

Enter a description for the account name e.g. student nickname and **enter your school and student details including 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.

Enter a description for the account (ie John's account)


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**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**

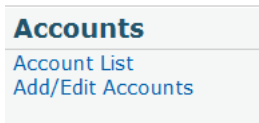
When all fields are entered **click the "Add New"** button, bottom right of the page

**+ Add New**

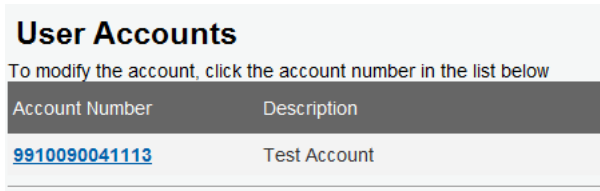
The screen will change to show (at the top) the account has been successfully added

**The student account has been added to your profile**

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 e.g. John



**User Accounts**  
To modify the account, click the account number in the list below

Account Number	Description
<a href="#">9910090041113</a>	Test Account

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

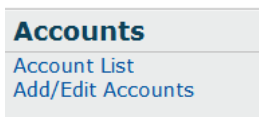
-  **Add funds** to your account using credit cards (funds approved in approx 30 minutes)
-  **View** all account spending (see all onsite spending)
-  **Set your low balance** email warning (e.g. set to \$20.00 for email warning on balance)

With money in your account you are now able to provide and track all spending at school for your student knowing that all funds are deposited to the school safely and securely.

## 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

To modify an account, click on the account number in the below list

Account Number	Description
<a href="#">9910090041113</a>	Test Account

## Update account details

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

### Accounts

[Account List](#)  
[Add/Edit Accounts](#)

If your school offers Online Ordering for tuck shop, uniform store or other events and fees, you can access these services by clicking on **Online Orders** under the main left hand side menu as shown below. If your school does not offer this service no service locations or menus will be displayed.

### Online Ordering

[Online Orders](#)

## 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?

