

BENEFITS FOR PARENTS

SIMPLE

You can make funds easily available to your daughter for everyday expenses at the T Bar Café.

USER FRIENDLY

Recharge your account anytime via PC or phone. For details see inside this brochure.

EFFICIENT

It puts an end to those last minute requests for money.

SECURE

With a password protected account your daughter will be safe from loss, theft and bullying.

EDUCATIONAL

You can help teach your daughter the value of money by setting a weekly budget.

WELLBEING

Help your daughter to make healthy eating choices and be able to set spend limits and budgets.

CONTROLLED

Track your daughter's spending habits with online purchase reports.

INTEGRATED

Be connected to your daughter's daily spending at Melbourne Girls Grammar T Bar Café.



Melbourne Girls Grammar
an Anglican school

 my student account



 my student account

CONTACT INFORMATION

Phone: 1300 369783

Email: support@mystudentaccount.com.au

Website: www.mystudentaccount.com.au

Please keep this sheet in a
safe place for future reference

How to set up a Parent Profile and Add Student Accounts to the Profile.:

1. From your computer, please visit www.mystudentaccount.com.au
2. Click on the Web Portal Login link.
3. Click on new user to create your Parent Profile and attach your student account.
4. You will be taken to the Terms and Conditions page. Click I Agree.
5. Enter Parent details of Email Address, password and user information. Then click Next
6. Please note – this should not be your child's email address as you are setting up a Parent Profile. **ALERT:** Hotmail , Yahoo and MSN email users please check your Trash or Rubbish folders for the a Account Activation email as Hotmail, Yahoo and MSN can have default spam filter settings.
7. When prompted, enter your child's Account Reference Number (ARN) and Security Number and a nickname for the account. Eg Peters Account or Peter.
8. Answer Yes if you have more than one student to add to Parent Profile.

How to activate your account:

1. Open your email browser (the email address you entered above) to retrieve the Activation Link email sent to you by our system. This action will automatically activate your online Parent Profile. Then Return to the Website Login and enter your email address and password to enter your parent profile.

How to deposit funds to your account:

Making a credit card (Visa or Mastercard) deposit:

1. **Login** to My Student Account (you will be taken directly to your available accounts)
2. **Click the Recharge Account** (Add Funds) button \$
3. **Enter the \$ amount** to deposit then **Next**
4. Enter your Credit Card Details and follow prompts. If transaction successful you will receive a receipt number. A Pending Balance is attached to the account.

Making a B-Pay deposit:

1. **Login** to your Banks Online or Phone Banking account and select the **Bill Payment**.
2. **Enter Biller Code – 150706 (Intillismart Payment Gateway)**
3. **Enter your ARN** (Account Reference Number – refer to your account ID information supplied in the Letter to Parents.
4. **Note:** B-Pay transactions can take up to two banking days for the funds to be available to spend at the School.

Making a Credit card deposit by the My Student Account Phone Service.

1. Dial **1300 884 668** and follow the prompts.
Be sure to have your Account Reference Number ready.
Note: In addition to the My Student Account Web Portal, parents can obtain their account balance (updated 7.00am each day) using the above Phone Service.

IMPORTANT NOTICE:

Credit Card payments are processed and made available for spending at the School **within 30 minutes** of the deposit being made by PC or Phone. However, as the web system is only updated at 7.00am each day any transactions made and available funds will be displayed the following day.

B-Pay Payments are processed and made available for spending at the School **within 2 Banking days** of the deposit being made.

Account Settings:

Once logged in click on Set Low Balance Notification Icon next to your students account. This is the account amount that triggers a Low balance Alert email to be sent to the parents nominated email address. If set to Zero no low balance emails are sent.

If you click on the **Maintain Accounts** Button and click on your students account you will be able to set parameters such as Daily Spend Limits, Alergy Alerts or messages for canteen Staff and create a prohibited purchases list by clicking next to scroll through the features.

ACCOUNT & ONLINE BANKING ASSISTANCE / ENQUIRIES:

Please keep this brochure for future reference.

Assistance and queries can be emailed to support@mystudentaccount.com.au or by