



Christ Church Grammar School

PERTH, WESTERN AUSTRALIA

My Student Account (MSA) – Preparatory School

Christ Church Grammar School uses an innovative cash free student account, which is designed to reduce the need for your son to carry cash at school. The system is secure, easy to use and is designed to be convenient for you and your son.

All purchases from the Canteen must be made through the cash free system. Boys in the Preparatory School are not required to carry a card. The Canteen records purchases on these cash free accounts.

All purchases from the Canteen and Bookroom must be made with this card using your student account. The SmartRider section needs to be activated and charged online via transperth.wa.gov.au/SmartRider/Types-of-SmartRider. The BPay information contained on the card is only used for the SmartRider section of the card and cannot be used for purchases at school.

A cash free account has been created for your son. Following is an information sheet about how to set up your account. If you think you would like to use the Canteen for lunch orders for your son, it is a good idea to set this up before the school year commences.

If you have questions regarding the cash free system, please note there are different contacts depending on the enquiry:

- All enquiries related to **purchases** should be directed to the School's Finance Department on (08) 9442 1555
- All enquiries related to **payments** should be direct to My Student Account on 1300 369 783 or email support@mystudentaccount.com.au
- All enquiries in relation to the **Parent Nexus** should be directed to the CCGS IT Helpdesk on (08) 9442 1787 or email helpdesk@ccgs.wa.edu.au

Follow these easy steps to access your parent profile

1. Login to **My Student Account** and click the 'Canteen' option box
2. You will be redirected to the canteen online ordering and see a list of your child/children's account within your profile as below. Each student has a separate account balance based on the School Student ID

Account List

Jane Citizen (911111111111)	ACCOUNT BALANCE
RECHARGE ONLINE ORDERS TRANSFER FUNDS HISTORY MANAGE ▼	

John Citizen (911111111112)	ACCOUNT BALANCE
RECHARGE ONLINE ORDERS TRANSFER FUNDS HISTORY MANAGE ▼	

Recharge

1. Click: The recharge account
2. Enter: The \$ amount you wish to provide and click "Next" or
3. Enter: Your credit card details (Visa or MasterCard) and follow the prompts.

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Account Recharge

Jane Citizen (9911123456)	Cancel Recharge	ACCOUNT BALANCE \$185.75
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Recharge Amount

\$

Minimum \$10

[Proceed To Payment](#)

Alternative Recharge Method

 **Biller Code: 150706**
Ref: 9 9111 2345 6

Telephone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info www.bpay.com.au

BPAY® may take up to 3 days to process

Online Ordering

You need to have funds available to make orders. If you try and order items without funds available you will be asked to return to the account recharge page place funds in account prior to ordering meals.

Click "Online Orders" tab under the student account you wish to make the order for, choose your date/dates, Meal Period then proceed to next screen to select your items for each meal.

Note: You can edit or remove/discard any dates or orders before Proceeding to Payment.

Jane Smith (222) Cancel Order

ACCOUNT BALANCE
\$111.60

Junior Online Order Menu

The cut off time for this menu is 8:00 AM on the day of the order

Select a date and any relevant options for this order. You may add multiple dates.

Order Date

Menu Options

17/01/2019



Lunch

+ Add to Order

 Next >

Selected dates and options

17/01/2019 Lunch

You can select as many meal periods and dates as you wish in one go per student.

Select order dates and then choose Menu option. (You can only see and order from a menu available for your student). You cannot make an order after the Order cut-off time of the day of ordering. The menu will show the order cut-off time. A menu may have an attachment with extra information regarding the menu or event.

23/02/2017

24/02/2017

1.LUNCH SPECIALS

2.HOT FOODS

Item	Price	Qty
TOASTED SANDWICH - CHICKEN & CHEESE	\$3.50	- 0 +
TOASTED SANDWICH - HAM & CHEESE	\$3.50	- 0 +
TOASTED SANDWICH - HAM CHEESE & TOMATO	\$3.50	- 0 +

A menu may have an attachment with extra information regarding the menu or event
 After you have completed your ordering sitting for this student's meal(s) you can proceed to completing the order

23/02/2017 Lunch

EDIT DISCARD

Item	Qty	Total Price
LIPTONS ICED TEA - GREEN TEA & MANGO	1	\$3.20
SURCHARGE		\$0.00
TOTAL		\$3.20

24/02/2017 Morning Tea

EDIT DISCARD

Item	Qty	Total Price
SUSHI ROLL - CHICKEN & AVOCADO	1	\$2.60
BIG M 250ML STRAWBERRY MILK	1	\$2.50
SURCHARGE		\$0.00
TOTAL		\$5.10

BACK

PROCEED TO PAYMENT

Click: Pay with funds currently available in this account.

Refer to image below.

Online Order Menu

GRAND TOTAL

\$3.00

Payment Options



My Student Account
 Pay with funds currently available in this account

← Back

Cancelling an Online Order

If you have placed an order and want to cancel click "Online Orders" then "History" your orders will be visible and click the red X to delete

*Note: you can **only** delete an order prior to the cut-off time on the order date. If there is no Delete option for an order then the Order cut-off time has passed. You may not be able to cancel an order due to restriction placed by the canteen or uniform shop manager.*

my HOME

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Online Orders

Jane Citizen (9911123456) ← Return

ACCOUNT BALANCE

\$163.75

New Order

History

Search for...

Q

#1148 : 27/07/2018 : Uniform Shop

Description	Qty	Price
Shorts	1	\$10.00
Skirt	1	\$12.00
	SURCHARGE	\$0.00
	TAX	\$2.00
	TOTAL	\$22.00

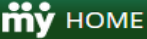
#1147 : 24/07/2018 : Canteen Online Order Menu

Cancel Order

Description	Qty	Price
Vege Burger (pre order only)	1	\$6.00
	SURCHARGE	\$0.00
	TAX	\$0.55
	TOTAL	\$6.00

Transaction History

By Clicking the **History** tab you can then navigate and set the search date to see all purchases made


[My Accounts](#)
[My Profile ▾](#)
[Help ▾](#)
[Sign-Out](#)

Transaction History

Jane Citizen (9911123456) [← Return](#)

ACCOUNT BALANCE
\$185.75

Date	Description	Credit	Debit	Balance
25/07/2018 - 10:17 AM	Funds Transfer (to: 9911881188)		\$50.00	\$185.75
24/07/2018 - 04:34 PM	Online Order Ref#: 1147 1 x Vege Burger (pre order only)		\$6.00	\$235.75
24/07/2018 - 04:29 PM	Online Order Ref#: 1146 1 x Skirt		\$12.00	\$241.75
12/07/2018 - 12:04 PM	Online Order Ref#: 1145		\$34.50	\$253.75
12/07/2018 - 11:17 AM	Online Order Ref#: 1143 1 x No Tax 2		\$2.50	\$288.25

Transfer Funds between your kids accounts

You can deposit into one account and transfer a balance into other students or when a sibling leaves the School or when balance is low.


[My Accounts](#)
[My Profile ▾](#)
[Help ▾](#)
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Transfer Funds

Jane Citizen (9911123456) [Cancel Transfer](#)

ACCOUNT BALANCE
\$185.75

Transfer To

Transfer Amount

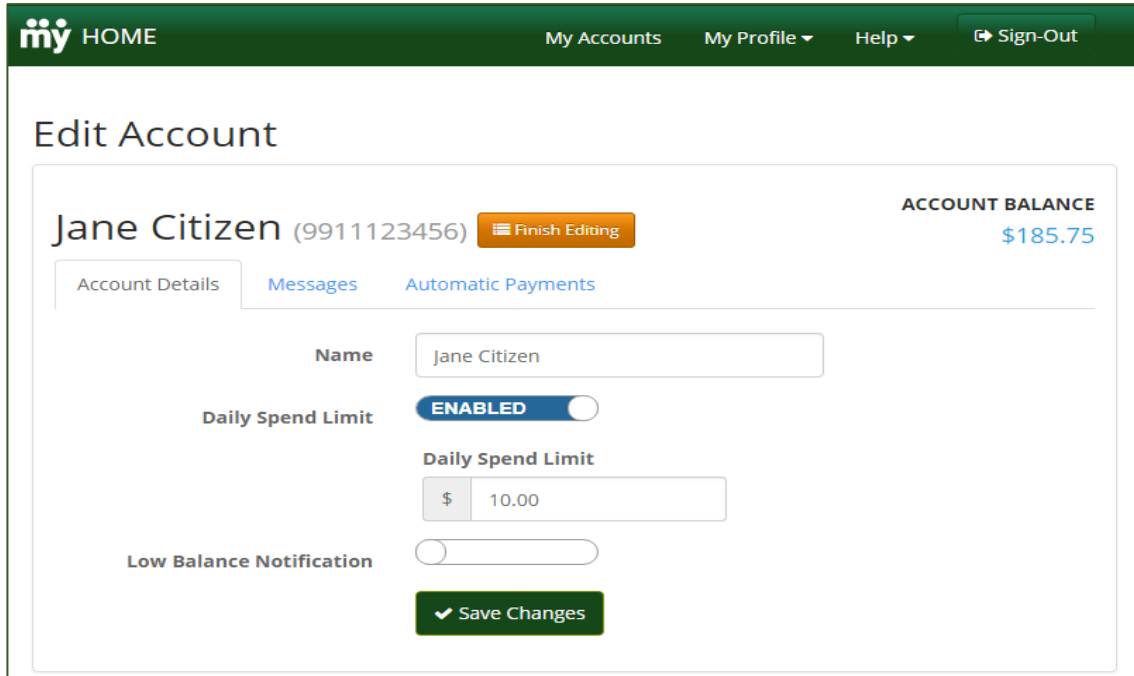
\$

Note regarding account transfers

If there is insufficient funds in the account when the transfer request is processed, the transfer will fail.

Manage – Edit

When editing a Students account you can set a Low Balance alert that will email you when the balance falls below the level set.



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Edit Account

Jane Citizen (9911123456) [Finish Editing](#) **ACCOUNT BALANCE** \$185.75

Account Details Messages Automatic Payments

Name

Daily Spend Limit **ENABLED** ☐

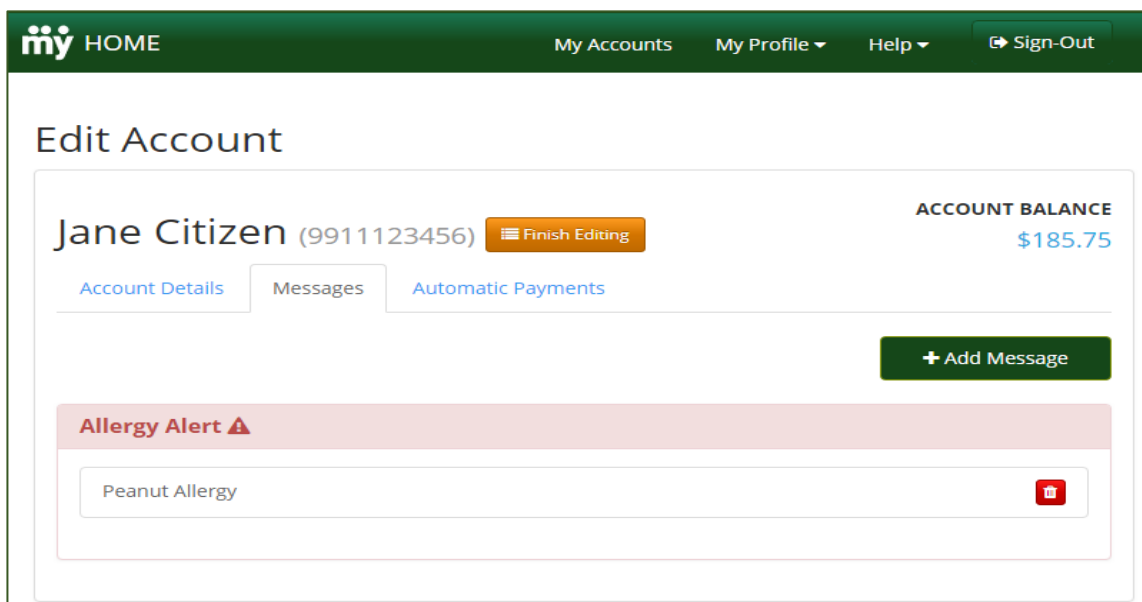
Daily Spend Limit \$

Low Balance Notification ☐

[Save Changes](#)

Alert

Add an Allergy alert or message for canteen staff such as "Peanut Allergy".



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Edit Account

Jane Citizen (9911123456) [Finish Editing](#) **ACCOUNT BALANCE** \$185.75

Account Details Messages Automatic Payments

[+ Add Message](#)

Allergy Alert ⚠

Peanut Allergy [Delete](#)

Prohibit Items

You can set Prohibited items (please consult/advice your student to avoid embarrassment in a busy queue of hungry students and to assist canteen staff with speed).

Edit Account

John Citizen (111)

Finish Editing

ACCOUNT BALANCE
\$301.40

Account Details

Messages

Prohibited Purchases

Automatic Payments

All Day - Assorted

Drinks

Recess

Rolls

Salad

Extra Salad Dressing

Large Salad

Salad Extras

Salad Extras (Meat)

Small Salad

PROHIBITED

☐

☐

☐

☐

☐

Sandwich

Special Fri

Auto top-up

You can setup Auto Recharges (only after 1st manual recharge) to recharge the account by low balance or time period. First thing you need to do is add you CC details as the payment method.

Steps:

- Enabled auto top up
- Go to 'Setup your payment methods" this is where you enter your CC details.

12 Kerry Rd, Acacia Ridge, QLD 4110
Ph. 1300 369 783
mystudentaccount.com.au

Edit Account

John Citizen (111)

 Finish Editing

ACCOUNT BALANCE

\$301.40

[Account Details](#)

[Messages](#)

[Prohibited Purchases](#)

[Automatic Payments](#)

Automatic Payments

ENABLED ☒

Payment Amount

\$

Minimum \$10

Interval

Starting on



Payment Method

[Setup your payment methods](#)

 Save Changes

Manage Your Credit Cards

The below credit cards are used for automatic recharges.

No credit card information available.

 Add a card

Add Credit Card

Card Details











Add Card

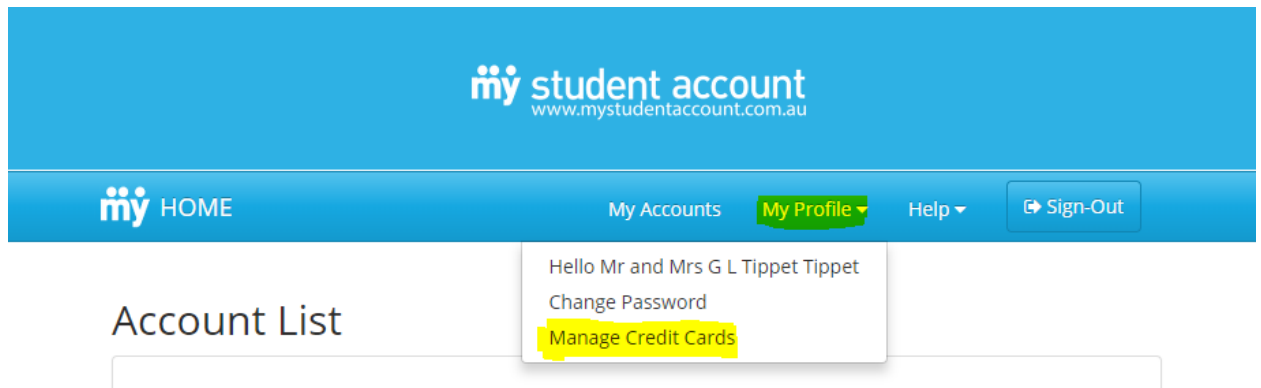
Go back to **'Manage – Edit'** function and go to 'Automatic Payment' tab and setup the regular payment.

If you have any problems while ordering, please contact the school canteen/IT.

Alternatively, please contact My Student Account support line 1300 369 783 or support@mystudentaccount.com.au

MSA AUTO RECHARGE

1. Log into your MSA account.
2. Click on My Profile, then go to Manage Credit Cards.



3. Click on Add A Card

Manage Your Credit Cards

The below credit cards are used for automatic recharges.

No credit card information available.

[+ Add a card](#)

4. You will be redirected to the Add credit card page then put your card details in.

Add Credit Card

Card Details











VISA
4662 0000 0000 2888
JOHN CITZEN
VALID THRU 12/28

Add Card

5. Go to back to the Home Page. Click on Manage -> EDIT -> Automatic Payments

6. Set Automatic Payments to Enabled then schedule the auto payment.

[Account Details](#) [Messages](#) [Prohibited Purchases](#) [Automatic Payments](#)

Automatic Payments **ENABLED**

Payment Amount

\$

Minimum \$10

Interval

Select a payment interval ▼

Starting on

25/05/2018 

Payment Method

Select a payment method ▼

[Setup your payment methods](#)

 Save Changes