



Christ Church Grammar School

PERTH, WESTERN AUSTRALIA

My Student Account (MSA) – Preparatory School

Christ Church Grammar School uses an innovative cash free student account, called MSA, 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 an online order via MSA. Boys in the Preparatory School are not required to carry a card.

All purchases from the Uniform Shop, Canteen and Bookroom must be made with this card using your MSA account. The SmartRider section needs to be activated and charged online [here](#). The BPay information contained on the card is only used for the SmartRider section of the card and cannot be used for MSA purchases at school.

A cash free MSA account has been created for your son. This MSA account can be accessed [here](#), or via the MSA page on [Nexus](#), or via the School App (log in to Nexus required). The following is an information sheet about how to set up your account. If your student would like to use the Canteen, 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 ARC Service Desk on (08) 9442 1787 or email servicedesk@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

The screenshot shows the 'Account List' page. At the top, it displays 'Jane Citizen (911111111111)' with an 'ACCOUNT BALANCE' of '\$111.60'. Below this is a green navigation bar with buttons: RECHARGE, ONLINE ORDERS, TRANSFER FUNDS, HISTORY, and MANAGE. Below the navigation bar, it shows 'John Citizen (911111111112)' with an 'ACCOUNT BALANCE' of '\$185.75'. Below this is another green navigation bar with the same buttons: RECHARGE, ONLINE ORDERS, TRANSFER FUNDS, HISTORY, and 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.

The screenshot shows the 'Recharge' page for Jane Citizen. At the top, it displays 'Jane Citizen (9911123456)' with an 'ACCOUNT BALANCE' of '\$185.75'. Below this is a green navigation bar with buttons: RECHARGE, ONLINE ORDERS, TRANSFER FUNDS, HISTORY, and MANAGE. Below the navigation bar, it shows the 'Recharge Amount' field with a '\$' symbol and a 'Minimum \$10' note. To the right of the 'Recharge Amount' field is a green button labeled 'Proceed To Payment'. Below the 'Recharge Amount' field is a section titled 'Alternative Recharge Method' which includes a 'Biller Code: 150706' and a 'Ref: 9 9111 2345 6'. Below this is a section titled 'Telephone & Internet Banking - iBPAY' with a note: 'Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info www.bpay.com.au'.



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.

The screenshot shows the 'Online Ordering' page for Jane Smith. At the top, it displays 'Jane Smith (222)' with an 'ACCOUNT BALANCE' of '\$111.60'. Below this is a green navigation bar with buttons: RECHARGE, ONLINE ORDERS, TRANSFER FUNDS, HISTORY, and MANAGE. Below the navigation bar, it shows the 'Junior Online Order Menu'. The menu has a yellow banner that says 'The cut off time for this menu is 8:00 AM on the day of the order'. Below the banner, it says 'Select a date and any relevant options for this order. You may add multiple dates.' Below this is a table with two columns: 'Order Date' and 'Menu Options'. The 'Order Date' column has a value of '17/01/2019'. The 'Menu Options' column has a value of 'Lunch'. To the right of the table are two green buttons: '+ Add to Order' and 'Next >'. Below the table is a section titled 'Selected dates and options' which shows '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.

my student account

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

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](#)

my student account

Online Order Menu

GRAND TOTAL

\$3.00

Payment Options



My Student Account

Pay with funds currently available in this account

[Back](#)



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 able to cancel an order due to restriction placed by the canteen or uniform shop manager.



Online Orders



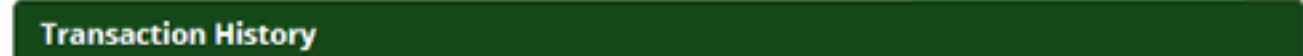
#1148 : 27/07/2018 : Uniform Shop		
Description	Qty	Price
Shorts	1	\$10.00
Skirt	1	\$12.00
SURCHARGE		\$0.00
TAX		\$2.00
TOTAL		\$22.00

#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



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

Transaction History



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

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.

Transfer Funds



Transfer To

Transfer Amount

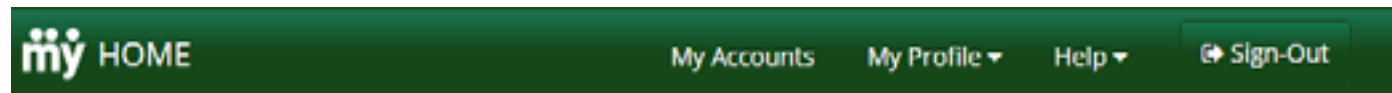
Note regarding account transfers

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.



Edit Account

Jane Citizen (9911123456) Finish Editing

ACCOUNT BALANCE
\$185.75

Account Details Messages Automatic Payments

Name

Jane Citizen

Daily Spend Limit

ENABLED

Daily Spend Limit

\$ 10.00

Low Balance Notification

Save Changes

Alert

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

Jane Citizen (9911123456) Finish Editing

ACCOUNT BALANCE
\$185.75

Account Details Messages Automatic Payments

+ Add Message

Allergy Alert

Peanut Allergy



Prohibit Items

You can set Prohibited items (please consult/advise 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

PROHIBITED

Large Salad

Salad Extras

Salad Extras (Meat)

Small Salad

Sandwich

Special Fri



Auto top-up

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

Steps:

1. Enabled auto top up
2. Go to 'Setup your payment methods' this is where you enter your credit card details.

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](#)

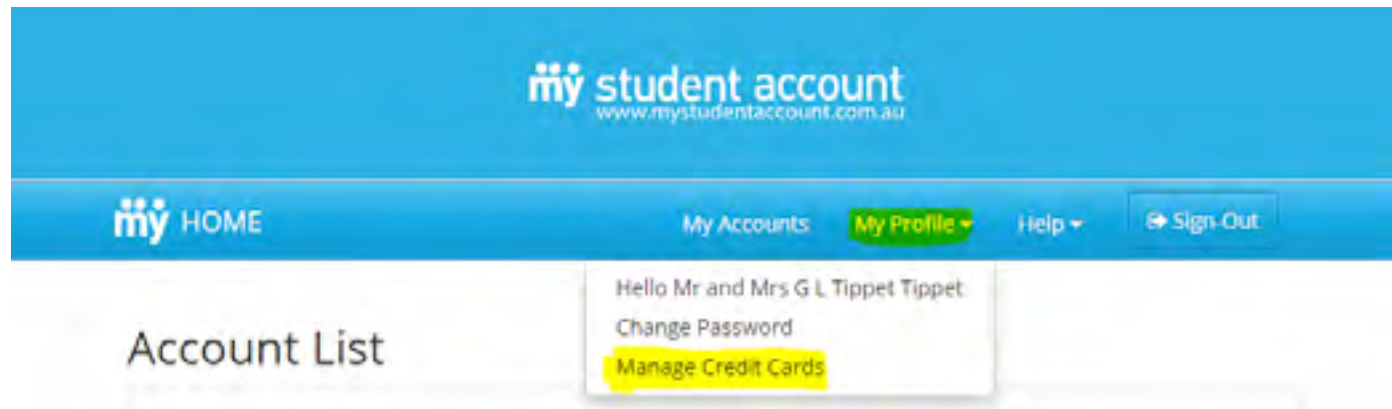
3. Go back to the 'Manage – Edit' function and go to 'Automatic Payment' tab and setup the regular payment.

If you have any problems while ordering, please contact ARC Service Desk. Alternatively, please contact My Student Account support line 1300 369 783 or support@mystudentaccount.com.au.



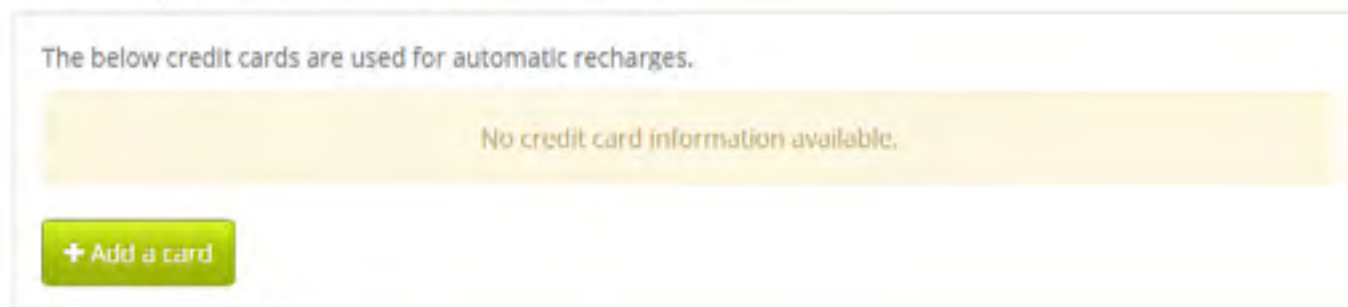
MSA Auto Recharge

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



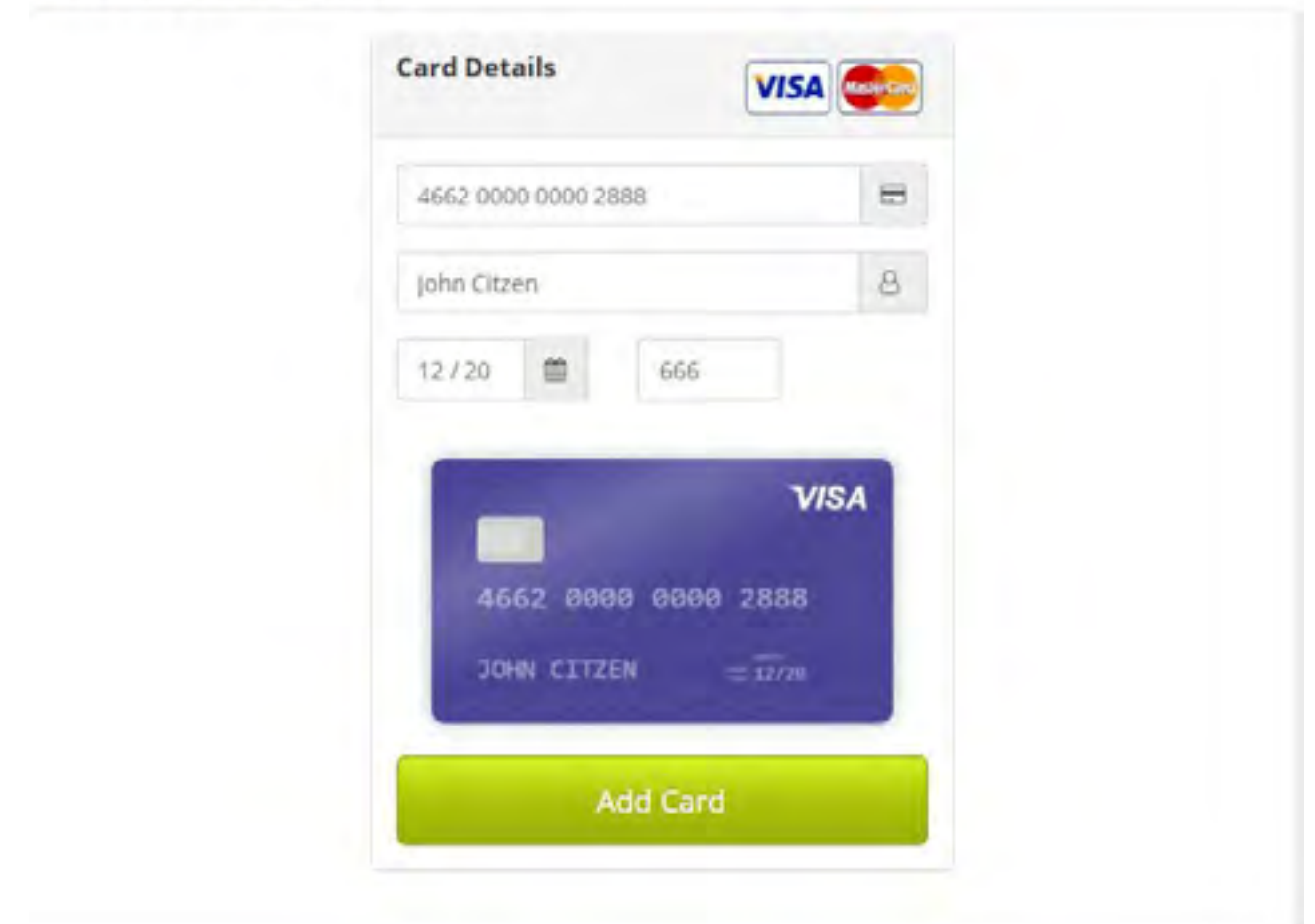
3. Click on 'Add A Card'
4. You will be redirected to the Add credit card page then put your card details in

Manage Your Credit Cards



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

Add Credit Card



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

