



Christ Church Grammar School

PERTH, WESTERN AUSTRALIA

My Student Account (MSA) – Senior 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.

To facilitate this system, all Senior School students are required to carry a personalised card that combines their cash free account details, library card and Transperth SmartRider 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

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.

Jane Citizen (991123456)

ACCOUNT BALANCE

Cancel Recharge

\$185.75

Recharge Amount

\$

Minimum \$10

Proceed To Payment

Alternative Recharge Method

ib

PAY

Biller Code: 150706

Ref: 9 9111 2345 6

Telephone & Internet Banking - iBPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info www.bpay.com.au



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

My Accounts My Profile ▾ Help ▾ Sign-Out

Online Orders

Jane Citizen (991123456)

ACCOUNT BALANCE

Return

\$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

my student account

Transaction History

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

Transaction History

Jane Citizen (991123456) [Return](#)

ACCOUNT BALANCE
\$185.75

Search for...

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 Veggie 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 children's 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.

Transfer Funds

Jane Citizen (991123456) [Cancel Transfer](#)

ACCOUNT BALANCE
\$185.75

Transfer To
Select Account

Transfer Amount
\$

[Submit Transfer](#)

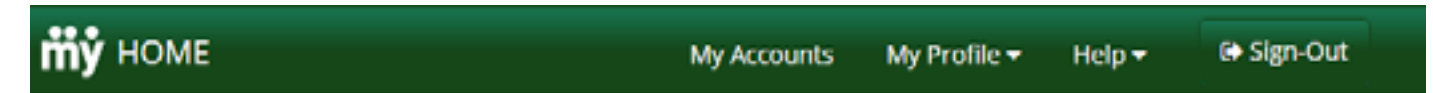
Note regarding account transfers

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

my student account

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 (991123456) [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 (991123456) [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](#)

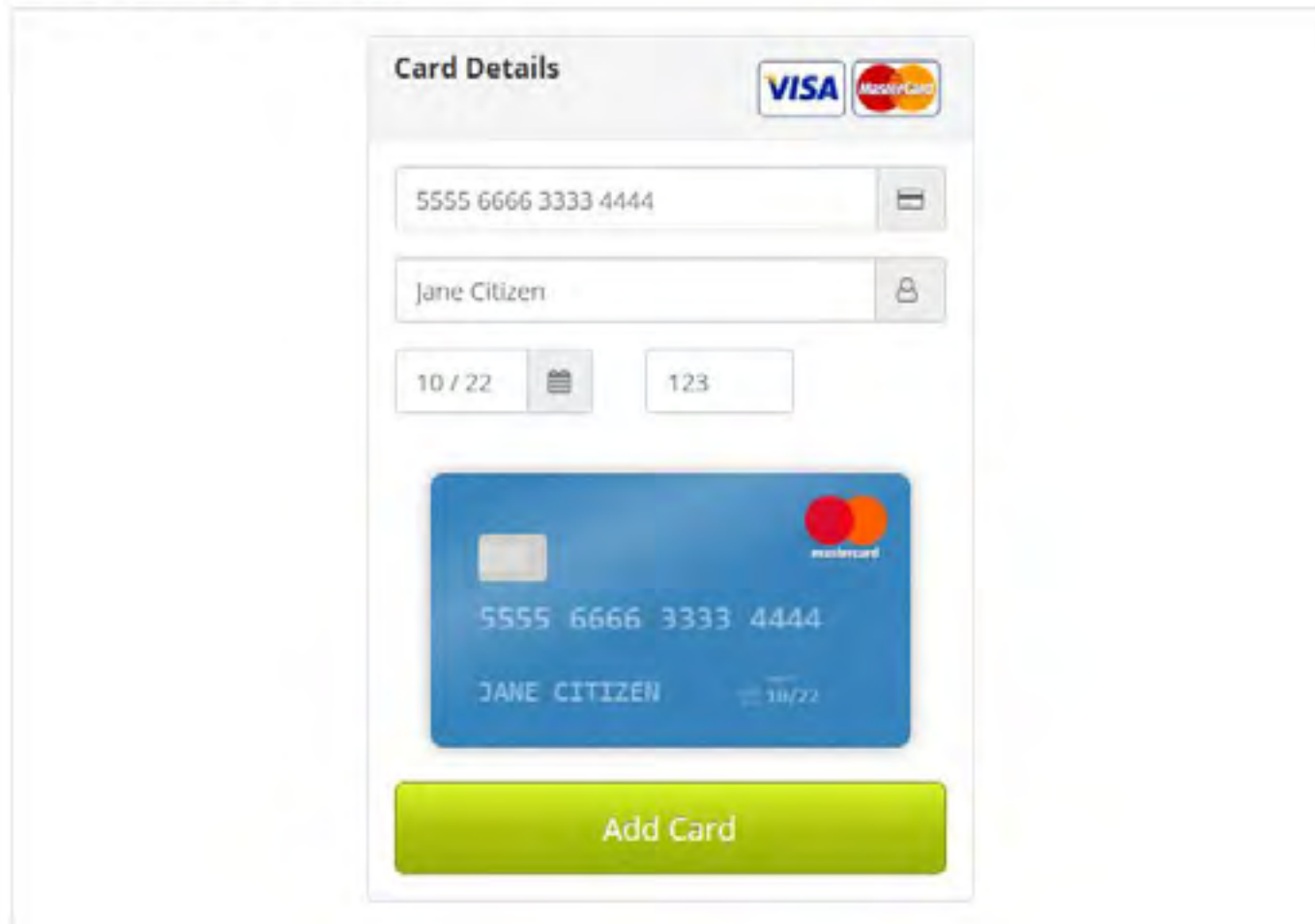
Manage Your Credit Cards

The below credit cards are used for automatic recharges.

No credit card information available.

[+ Add a card](#)

Add Credit Card



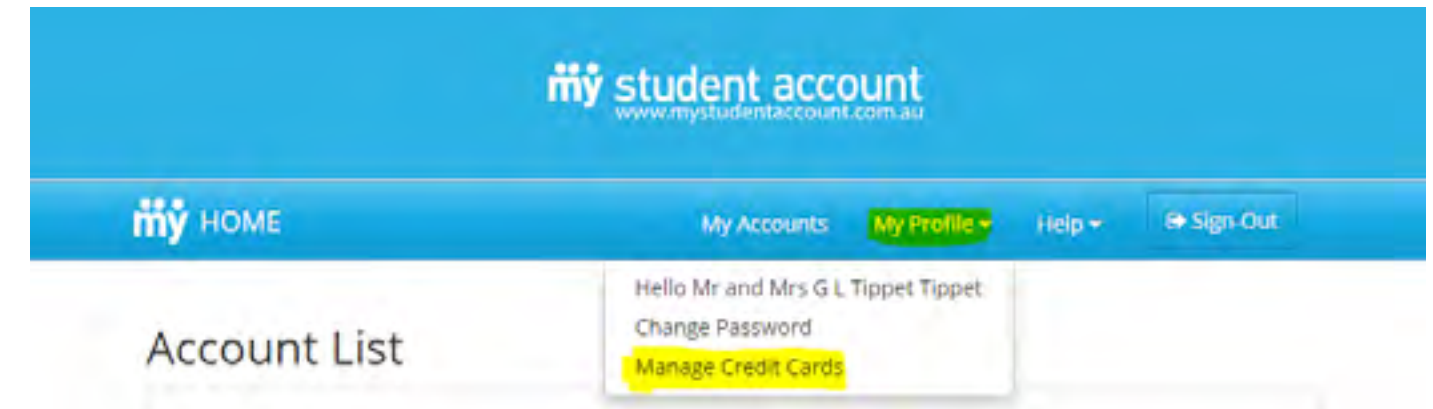
The screenshot shows the 'Add Credit Card' form. It includes a 'Card Details' section with a Visa and MasterCard logo. Below the logos are input fields for the card number (5555 6666 3333 4444), the cardholder's name (Jane Citizen), the expiration date (10 / 22), and the CVV (123). A visual representation of a blue MasterCard is shown below these fields. At the bottom of the form is a large green 'Add Card' button.

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

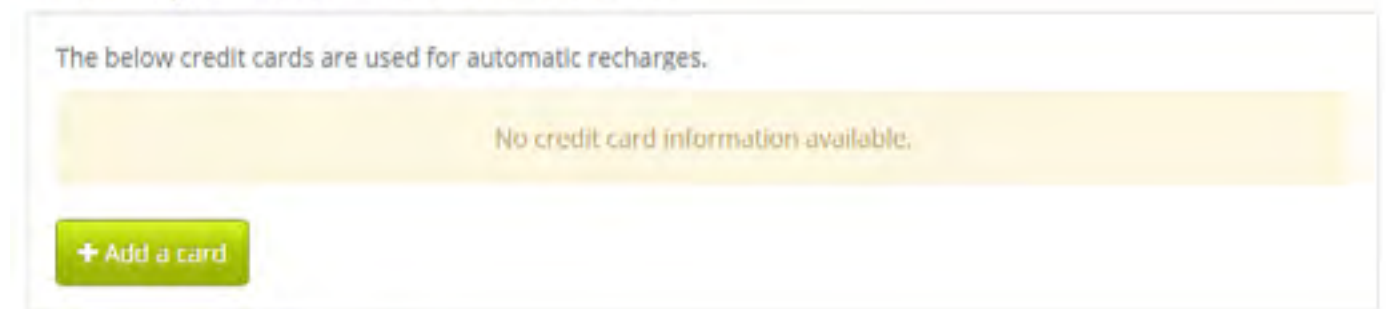
MSA Auto Recharge

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



my student account

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

Add Credit Card

Card Details











VISA
4662 0000 0000 2888
JOHN CITZEN 12/20

Add Card

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



Payment Method

Select a payment method

Setup your payment methods

Save Changes