

my student account

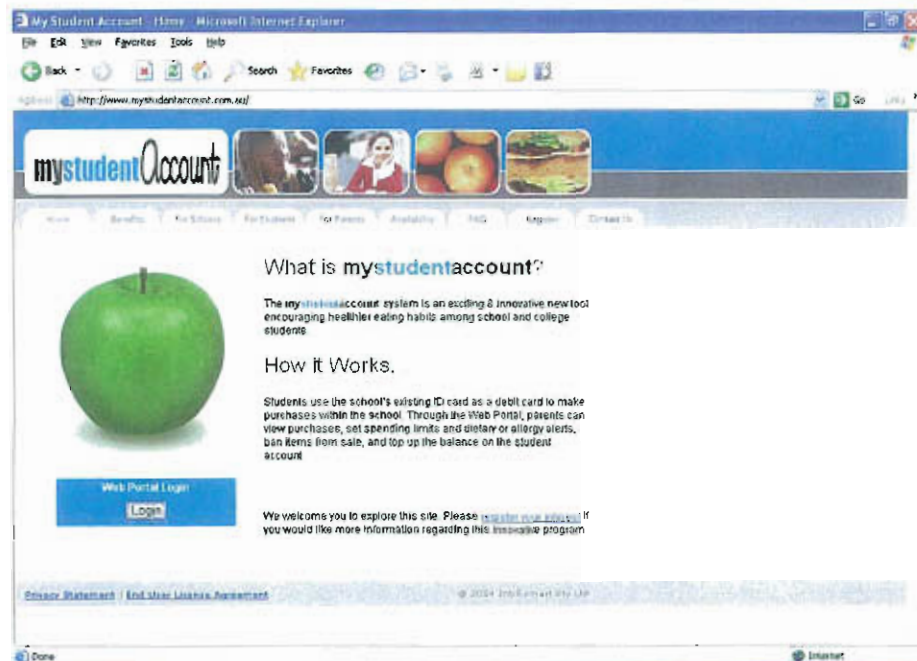
Attached you will have a letter regarding the use and benefits of our cashless purchasing service, *My Student Account*. St Brigid's is aiming to become a cashless society and, therefore, it is important that parents activate their child's account for any purchases made in the Canteen, School Uniform Shop, Library photocopying and printing and the Indoor Pool and Fitness Centre.

The details below will assist you in doing so.

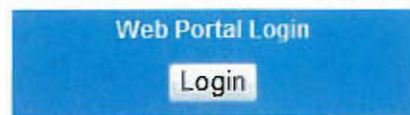
Before you commence: If you do not know your daughter's **Account Reference Number and Security Code (which is required to activate your account)**, please contact the Bursar's Office in person or phone: 9290 4203

Setting up Your Account (Only parents should do this)

1. Go to the *Community* link on the College WEB page
2. Click on www.mystudentaccount.com.au



3. On the My Student Account Page (which appears next), click on the Web Portal Login.



On the next page click New User



The screenshot shows the 'My Student Account Login' page. It has a white background with a blue header containing the text 'My Student Account Login'. Below the header, there are two input fields: 'Email address:' and 'Password:'. Below these fields are two buttons: 'Login' and 'New User'. A callout bubble with a white background and a black border points to the 'New User' button, containing the text 'Click Here'. At the bottom of the page, there is a copyright notice: 'Copyright © 2004-2005 Intellisart Pty Ltd'.

The Terms & Conditions of use will appear, scroll to the bottom and click, I Agree to Terms and then click next

Next →

- Please complete the registration form including the email address you wish to be contacted on, not your child's. When complete, click next.

my student account Administration

Registration - Login and Personal Details

The fields indicated as **(required)** must be completed accurately, all other fields are optional.

Choose your account login details

Email **(required)**
(Please ensure this email address is valid and current. You will not be a

Confirm Email **(required)**

- Please now enter the Account Reference Number and Security Code provided to you by St Brigid's. *If you do not have these details please contact the Bursars Office who will supply to you.*

Account Reference Number	Security Code	Enter a description for the account (ie John's account)
--------------------------	---------------	---

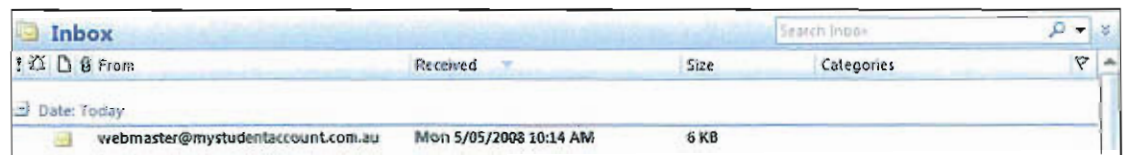
- If you only have one child attending St Brigid's, click No.

Do you wish to attach another account to your profile?

- Your registration details are now displayed. Click the *save* button to end the registration process. A confirmation notice will be sent to your nominated email address which you must open and action to activate your account for online WEB and Phone use.

Activating Your Account Profile (Only Parents should do this)

- Open your email browser to retrieve your new Student Account confirmation notice



IMPORTANT NOTICE: Check your Spam and Junk folders to ensure the email has not been trashed. If you find the email in these areas please ensure you set your email filter to allow all future my student account notices. For help email support@mystudentaccount.com.au

- Open the email notice and click on the link to activate your new Student Account.

Your account profile has been successfully activated.

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

Logging in to Your Account (Parents and Students can access anytime)

1. Go to www.mystudentaccount.com.au (see steps 1 and 2 above)
2. Enter the registered email address and password you entered and click *login*

How to Deposit Funds

1. For Parents

a. Deposit and Pay by the **Internet**

Go to www.mystudentaccount.com.au and follow the prompts
Visa and Mastercard funds are deposited **within 2 hours**.

b. Deposit and Pay by **Phone**

Call 1300 884 668 and follow the prompts
(you will need your account reference number)
Visa and Mastercard funds are deposited **within 2 hours**.

c. Deposit and Pay by **B-Pay**

Quote Biller Code: 150706
Quote your child's ARN: (Account Reference Number)
Phone and Internet banking funds are deposited **in 48 hours**.

Account Number	Description	Balance	Available Balance	Available Balance Last Updated	Actions
8818090014088	Steven's Account	\$79.66	\$79.66	19/02/2008 9:19 PM	Recharge Account (Add funds) View Transactions Set Low Balance Notification

2. For students at school

The **College** accept cash payments for manual depositing to your account. No change or refunds are provided and the service may be limited to certain times of the day. We do not encourage the bringing of cash to St Brigid's by students.

When making a deposit to your child's account using either credit card (Mastercard or VISA) or B-Pay, there will be a small merchant service fee or B-Pay charge on the My Student Account. The deposit fee is a modest price to pay for the convenience and security afforded by the cashless card system. Very basically, the fee for B-Pay deposits will be \$2.20 for amounts less than \$100 and 2.2% of the deposit for amounts over \$100. Credit card deposits will attract a fee of \$0.25 plus 3.89% of the deposit. You are not charged any fees by your bank or credit card service providers, we have covered the entire provision of service within the My Student Account fee. In addition there are No Fees applied when funds are spent at any service @ St Brigid's making this your best option to budget, save and track all spending. Should your child lose her ID card, \$10.00 is payable to cover the cost of producing a new replacement card. Please contact the Bursar's office if you have any questions.