

The Cavendish Road SHS P&C Association has partnered with My Student Account (MSA) to assist with purchases either in the Uniform Shop or Canteen.

MSA allows you to place all your school uniform orders online, at any time of the day. It also allows staff and students to purchase items in the Uniform Shop or Canteen using their student or Staff ID cards. This guide has been developed to help you with setting up and using your MSA account.

MSA Account Set Up

- Visit <https://cavendishroadshs.mystudentaccount.com/wp/Profile/SignIn>.
- Sign In/Register

Register as a new user?

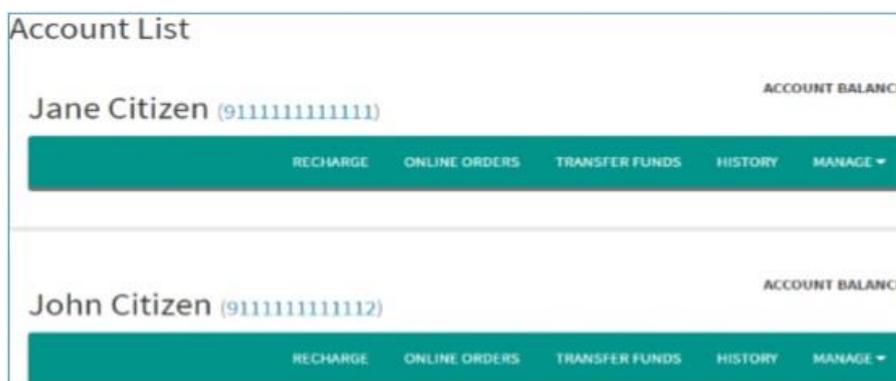
Click on the link and complete the profile information (Please note: your registered email address will be your username used to sign in with).

Already a user/registered? - Enter your details and login.

- Once registered, click 'My Profile' » 'Add an Account' to add your child's name to your profile. Enter:
- Full name as per student card record
- Class (if known e.g., 9E, leave blank if unsure)
- Date of Birth
- Student Group (Year Level)
- Enter Student Number (if known - on School ID Card or in EQ documentation such as invoice. Every school student has an EQID. It consists of 10 numbers and one letter.)

Click 'Add Account' button to add account to profile and repeat for other students.

- Click 'My Accounts' to return to main accounts page when all students added. You should see a list of your child/children's account within your profile. Each student has a separate account balance based on their school student ID.



Recharge MSA Account

You can choose to top up your child's account via the Recharge option using your credit / debit card. or BPAY (please note – BPAY may take up to 3 days to process to your account).

- Select 'Recharge' for the student you wish to recharge the account for
- Enter the \$ amount you wish to provide and click 'Next' or
- Enter your credit card details (Visa or MasterCard) and follow the prompts.

Online Ordering – Uniform Shop ONLY

You can place an online order for the Uniform Shop using funds available in your student's account. (Refer Recharge MSA Account) or you can pay using your credit / debit card.

- Click 'Online Orders' tab under the student account you wish to make order for » 'Begin Order'.
- Choose your delivery option then 'Next'.
- Select drop-down arrow against the item you wish to order, enter the quantity required.
- Click on the '-' and '+' buttons. Repeat for all items required.
- Once completed your order scroll to the bottom of the page and click 'Next'.
- Check your order details are correct. If yes, then click 'Proceed to Payment'. If your order needs to be amended, click on 'Back' and repeat order.
- Select your payment type and follow the prompts.
- If you wish to cancel the order prior to payment, click on 'Cancel Order'.
- You will NOT receive a confirmation email on placement of your order, but rest assured we will be busy getting it ready for you.

Transaction History

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

Transfer Funds Between your Student Accounts

You can deposit into one student account and transfer a balance into another student's account when a sibling leaves the school or when the account balance is low.

Account Settings

There are a number of account settings you can set up for your student accounts. To access these, click on 'Manage' » 'Edit'.

Account Details

- Daily Spend Limit: enter the daily spend limit for the account.
- Low Balance Alert: enter the low balance amount to receive an email when the balance falls below the level set.
- Link a Student Number: enter student ID number.

Automatic Recharge

You can set up automatic recharges (only after 1st manual recharge) to recharge the account by low balance or time period.

- Enable automatic payments by swiping bar to the right.
- Enter the top up interval and start time.
- If this is the first time you are enabling automatic top ups, you will need to click on 'Setup your payment methods' » 'Add a Card' and follow the prompts.

Managing your Profile

- Selecting 'My Profile' you can
- Add a student account.
- Update your contact details.
- Change your password or
- Manage your credit cards.

Help is Available

Additional help can be found under 'Help'. If you still require assistance the **MSA Support Team** is available via their website or via phone on **1300 369 783**.