



# MY SCHOOL CONNECT

Online Ordering Done Right!

## HOW TO SETUP STUDENT ORDERING

### STEP 1



#### VISIT MY SCHOOL CONNECT

Visit <https://myschoolconnect.com.au/> and Join Today. You'll receive an email with an activation link - click on the link to activate your account.

### STEP 2



#### SETUP A CHILD

Upon first login, setup your child/children.

### STEP 3



#### ENTER STUDENT DETAILS

Don't forget to add in all essential fields; name, school, class and any allergy information.

### STEP 4



#### ALLOW YOUR CHILD TO ORDER

Setting **'yes'** here will allow your child to login online and order.

#### PRO-TIP!

This is a great way to teach your child to manage their spending and choose healthy food. Remember to always supervise.

### STEP 5



#### SET A DAILY SPEND LIMIT

You can either enter a **'dollar amount'** or select **'unlimited'**. The daily spend will only apply to your child's account.

### STEP 6



#### ADD FUNDS TO YOUR ACCOUNT

Visit the **'Top up and financial history'** section to add funds into your account by following the following steps:

#### TOP UP

- Select payment type: Bank Account or Credit Card
- Select a dollar amount
- Enter payment details

#### AUTO TOP UP

- Select payment type: Bank Account or Credit Card
- Add top up parameters; minimum balance & auto top up amount

