

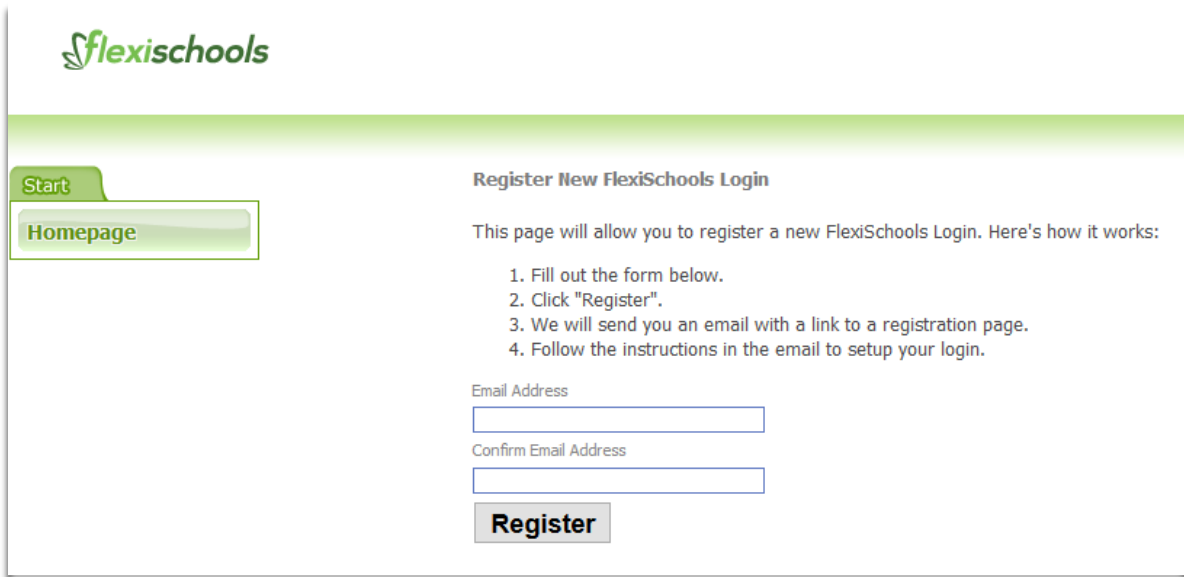
# How to Use Flexischools – For Parents

## Helensvale State High School

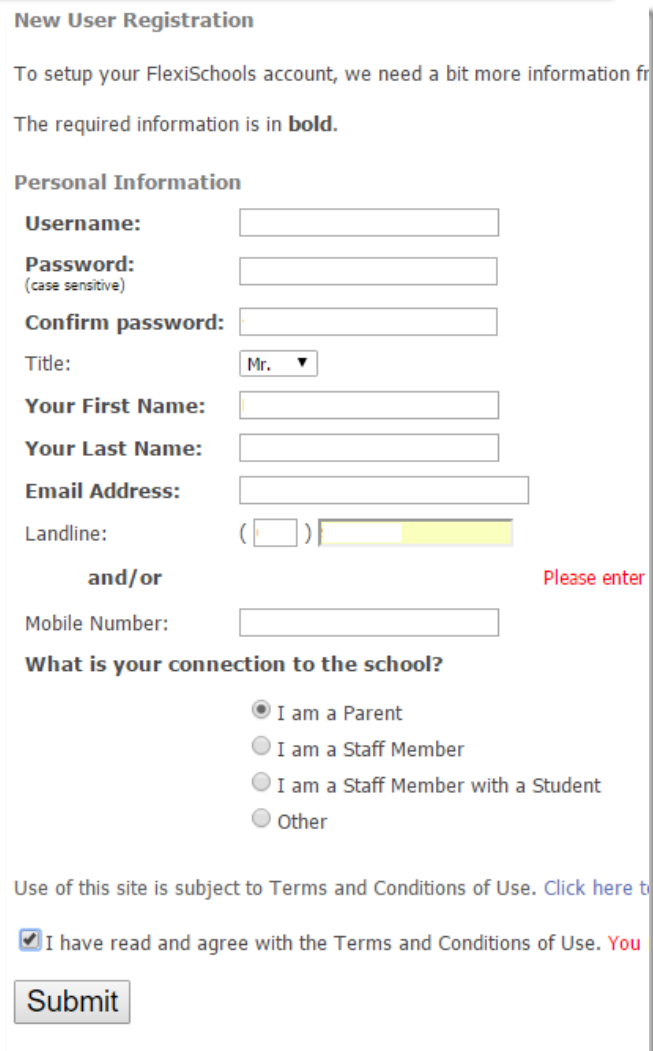
This guide shows you how to set up your Flexischools canteen account to be used with Helensvale State High School Canteen. Please contact Flexischools (1300 361 769) if you have any issues.

### Create Your Parent Login

- Go to <http://www.flexischools.com.au/> and click on the **Register** button
- Enter your email address and click on Register.



- You will receive an email with a confirmation link. Click on the link to complete the account creation process.
- Fill in the required information and submit the form. Make sure you select yourself as a **Parent**.



- After submitting the form, you will be logged into the system. To add your child/children one by one, click on [➔ Add a Student](#) button.
- The system will prompt you to search the school name. Type Helensvale State High and click search. It will Display Helensvale State High School > select.

Add User

Start typing the School name and select from the options presented:

School name search:  Search

School Search Results:

1. [Huntingtower School, 77 Waimarie Drive Mount Waverley VIC 3149](#)

- The next screen asks for name and class of the student. You have the option to give your child their own login so they can order their lunch if you wish.

Add Student

Enter the details below for a new **Huntingtower School Student** (Change School)

First Name:

Last Name:

Give the Student their own website login, linked to your account:  (optional) (?)

Student class:

[➔ Add Student](#) | [✕ Cancel](#)

- Click [➔ Add Student](#) to continue.
- The next screen asks you to provide the **Student ID number**. Student ID number is the number under the barcode on your child's school ID card. Each student ID is unique and it is important to use the correct card number to ensure the student card can be used with the "Cashless Card" feature. (Cashless Card Feature explained at the end of this guide)

Card Setup (Optional)

I do not want to link a card.

I do want to link a card to the system.

Student ID Card Number:

By entering the Student ID Card Number on this form, you accept that charges incurred by presenting this card for payment will be billed to your FlexiSchools account.

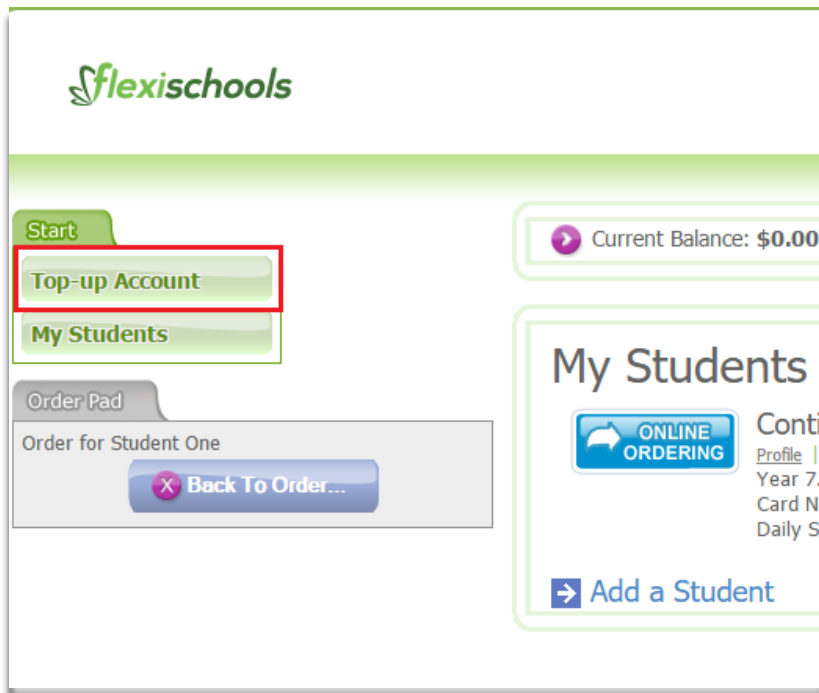
[➔ Save...](#) | [✕ Cancel](#)

- You can see your child's name under "My Students" section. Add other students using the same procedure.

## Top up your account

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- Before you start making orders, we recommend that you top up your account using one of the several methods provided by Flexischools.
- To top up your account, click on the Top-up Account button at the top left.



- Select the preferred method to top-up your account.

## Using the Cashless Cards Feature

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The cashless card is a way students can use their card to pay for their own lunch over the counter as well as purchasing items from the Uniform Shop. Below are the steps showing how to use cashless cards.

- Add a Student ID card number for your child in your Flexischools account. The student ID number can be found on the:
  - Student ID card provided by the school.
  - Top of the student timetable
- Top up your account with cash so your child can use their card to pay for lunch.
- Students can order food over the counter at the Helensvale SHS Canteen or items from the Uniform Shop and present their Student ID card to the Canteen/Uniforms staff.
- The amount of the purchase will be charged to your Flexischools account.
- You will receive an email regarding the purchase.

## Checking Account History and Change Notification

- The **Account History** button at top right gives you detailed transactions. This includes Account top-ups, online orders as well as Cashless Card orders.

### Account History

This page shows a record of all transactions on your account between the following dates:

From: 2 / Jan / 2016  
To: 2 / Feb / 2016

[Get Transactions](#)

Date	Customer	Description	Debit	Credit	Balance
29/01/2016		Credit purchase. Charged to Credit Card '456480...563'. (Bank T:		\$20.29	\$20.29
29/01/2016	Mr Ranga Subasinghe	Credit Card Processing Fee	\$0.29		\$20.00
2/02/2016	Mr Ranga Subasinghe	Card transaction for: 'Homemade Choc Chip Cookie \$1.50' using ROVR on 2/02/2016 at 10:33 AM.	\$1.50		\$18.50
2/02/2016	Mr Ranga Subasinghe	Card transaction for: 'Homemade Choc Chip Cookie \$1.50' using ROVR on 2/02/2016 at 1:26 PM.	\$1.50		\$17.00
2/02/2016	Mr Ranga Subasinghe	Card transaction for: 'Homemade Choc Chip Cookie \$1.50' using ROVR on 2/02/2016 at 1:27 PM.	\$1.50		\$15.50

- To change the notifications settings, go to **My Profile** menu and select the **Notifications** tab. From this page you can change your preferences of how and when Flexischools should notify you.