



URSULA FRAYNE CATHOLIC COLLEGE

MY STUDENT ACCOUNT ACTIVATION INSTRUCTIONS

The Transperth SmartRider can be used at Ursula Frayne Catholic College Duncan Campus as a "Canteen Card".

Money can be pre-loaded onto the card and when produced at the canteen check-out it serves as an easy, cash-free method of payment.

Alternatively, parents can choose to order their child's food from home, using the Online Ordering system. Orders must be placed prior to 7:00am on the required day.

ACCOUNT ACTIVATION

To activate your account, please complete the following steps (parent):

1. Ensure you have the SmartRider card in front of you.
2. Go to www.mystudentaccount.com.au
3. Click "Register First Time User".
4. Click "I Agree to Terms".
5. Click "Next".
6. Enter your details as required.
7. Click "Next".
8. Close the window and open your email browser to retrieve your new My Student Account confirmation email. If the email is not in your Inbox please ensure that you check your Junk/Spam folder; occasionally the confirmation email gets flagged as spam and is filtered by your email provider.
9. Click on the activation link in the confirmation email. A browser window will open to advise that the account has been successfully activated. Close the window.
10. Open the My Student Account website again: www.mystudentaccount.com.au
11. Choose "Login to Your User Profile".
12. Enter your details and click "Login".
13. Choose "Add/Edit Accounts" from the left-hand menu.
14. Enter the child's name in the description for the account box.
15. In the School box start typing Ursula Frayne... an option will drop down to select the College.
16. In the Student Number box, type the Student Number reference **as shown on the back of the SmartRider card** (e.g. SMITJ).
17. Enter the remaining student details as required. You DO NOT need to complete the Account Reference Number or Security Code section.
18. Click "+ Add New".

The student will then be assigned a personalised Account Number.

Once the Student Account Number has been activated you can deposit money onto the card using a variety of methods as outlined below.

MAKING A CREDIT CARD DEPOSIT

1. Go to www.mystudentaccount.com.au
2. Click "Login to Your User Profile", enter your details and click "Login".
3. Next to the student you wish to add funds to, click on the  "Recharge Account (Add funds)".
4. Enter the amount and click "Next".
5. Complete the Credit Card Details and click "Process Payment".

The funds should be available for use within 30 mins however, as with all online payment portals, this cannot be guaranteed. As such, please allow up to 24 hours processing time where possible.

MAKING A DEPOSIT BY PHONE

1. Please ensure you have your My Student Account, "Account Number" handy. This account number was assigned to each student upon adding them to the registered My Student Account. You will be asked to enter this 13-digit number before being able to load funds onto the card.
2. Call 1300 884 668.
3. Follow the voice prompts.

MAKING A BPAY DEPOSIT

1. Please ensure you have your My Student Account, "Account Number" handy. This account number was assigned to each student upon adding them to the registered My Student Account. You will be required to enter this 13-digit number before being able to load funds onto the card.
2. Login to your personal online banking website.
3. Select the "Bill Payment" option.
4. Enter the Biller Code: 150706
5. Enter the My Student Account "Account Number" in the Reference section.
6. Enter the Amount and submit the payment.

Please allow up to two business days for the funds to reach the student account.

SETTING A DAILY SPEND LIMIT

1. Click "Add/Edit Accounts" from the left-hand menu.
2. Click on the "Account Number" of the child's account you wish to set the limit on.
3. Enter an amount in the "Daily Spend Limit (\$)" box.
4. Click "Next".

If you would like further information regarding the card please read through the FAQ section on their website: <http://www.mystudentaccount.com.au/faq>.

If at any time you are experiencing issues with the My Student Account system please phone **1300 369 783** or email support@mystudentaccount.com.au.