

SETTING UP YOUR ACCOUNT PROFILE MY STUDENT ACCOUNT

2017



SACRED
HEART
COLLEGE

To set up your profile follow these simple steps:

- Visit <http://secure.mystudentaccount.com.au> (or find the link via the College Intranets page on the College Website under Current Students)
- Click 'First Time User' and familiarise yourself with My Student Account's Terms and Conditions of usage. Click 'I Agree to Terms' and 'Next' to continue when ready.
- Enter an email address belonging to a parent in your household and the password you wish to use. Please enter the other required details to complete the user registration.
- Click "Next" to complete the Profile Setup. An activation email will be sent to the email address used in registration. Open your email to click this Activation Link.
- Return to <https://secure.mystudentaccount.com.au/> and click 'Web Portal Login'.
- Login to the Web Portal with the chosen email and password.
- Click the 'Add/Edit Accounts' to add your student/s to your profile.
- Enter a description for the account at the top of the screen in the field provided.
- Start typing the College name and select the correct school from the auto fill list that appears.
- Enter the student code. Your child's student code is the same as their Internet login name used at the College.
- Enter the student's name and date of birth.
- Please leave the Reference Number and Security Code Search option blank as it is not required.
- Click 'Add New' to add the new account to the profile and repeat for other students in your family.

Note: If you do not receive your Activation Email from webmaster@mystudentaccount.com.au within 30 minutes, please check your Junk or Spam folders. If you have still not received an activation email following this, please contact the support helpline on 1300 369 783 for manual activation.

Once your account is set up simply add funds and your card is active and ready to go. Instructions on how to add funds to a student's card can be found under the My Student Account page of the Student Services section on the College website.