

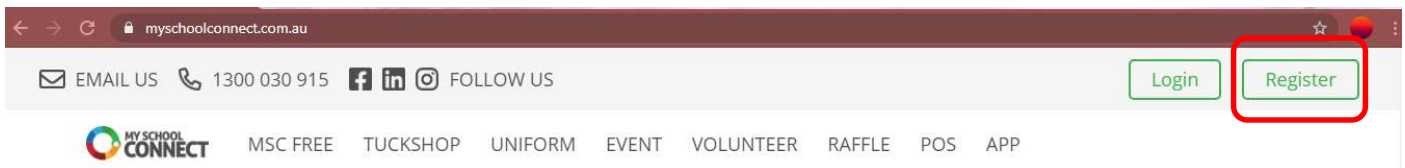
NORTH RYDE PUBLIC SCHOOL ONLINE UNIFORM SHOP

Welcome to using our new Online Uniform Shop! The shop can be accessed through www.myschoolconnect.com.au.

1. **Headline Information:**

- You will need to register the first time you log in. See Step 2.
- If you are already registered you will just need to log in. See Step 3.
- You will need to set up your child. See Step 4.
- **Shopping via Shop Now.** See Step 5
- Topping up your account. See Step 6.
- You can put orders through via the internet, or via the My School Connect app. Once you have registered you use the same login details on both platforms.

2. Register on the My School Connect Site:



The first time you go to the site, you will need to 'Register'. Click on the Register button in the top right corner. Then select 'I'm a parent/staff':

Registration Form

Select either Parent or School and fill out the form below to register

SELECT ONE *



I'm a parent/staff



I'm a school

In the 'For Which School' section, start typing 'North Ryde Public School' and it will provide a pick list:

FOR WHICH SCHOOL? *

North Ryde

North Ryde Public School

Then as a parent, enter your first and last name, your email address, phone number and state:

YOUR INFORMATION *

First

Last

example@email.com

0428 111 999

New South Wales

Enter a password and confirm password:

YOUR PASSWORD *

.....

.....

Choose whether to subscribe to the newsletter:

SUBSCRIBE TO OUR
NEWSLETTER



Yes



No

Complete the captcha:

CAPTCHA *

✓ I'm not a robot



Agree to the Terms of Use:

[TERMS OF USE *](#)



I have read and agree to the [Terms of Use](#)

Then click on submit:

Submit

This will bring you to the Connect Dashboard:

Connect Dashboard

Select an application



My School Tuckshop



My School Raffle



My School Uniform



My School Event



My School Volunteer



Order History

View your order history to review orders and easily reorder a week of lunches.



My Students

Manage student details, add and delete students.



Top Up & Financial History

Review transaction history.



Account Information

Change your account information.



Fundraiser

Buy Fundraising Items



Notifications

Change your notification settings.

3. Login as an existing parent:

If you have already created an account, you can select 'Login' on the top right corner:



This will take you to the Login screen:

The login form is titled 'Parent' (selected) and 'School'. It contains the following fields and elements:

- A text input field for 'Email Address or Username' with a person icon.
- A password input field for 'Password' with a lock icon.
- A checkbox labeled 'Remember me'.
- A 'Sign In' button.
- Links for 'Create Account' and 'Forgot Your Password?' at the bottom.

Enter your registered email and password. If you have forgotten your password, click on 'Forgot Your Password' and follow the instructions. Once you are logged in, you will go to the Connect Dashboard:

Connect Dashboard

Select an application



My School Tuckshop



My School Raffle



My School Uniform



My School Event



My School Volunteer



Order History

View your order history to review orders and easily reorder a week of lunches.



My Students

Manage student details, add and delete students.



Top Up & Financial History

Review transaction history.



Account Information

Change your account information.



Fundraiser

Buy Fundraising Items



Notifications


Change your notification settings.

4. Setting up your child:


From the Connect Dashboard, click on 'My Students':

Connect Dashboard


Select an application




My School Tuckshop




My School Raffle




My School Uniform



My School Event




My School Volunteer




Order History

View your order history to review orders and easily reorder a week of lunches.




My Students

Manage student details, add and delete students.




Top Up & Financial History

Review transaction history.




Account Information

Change your account information.



Fundraiser

Buy Fundraising Items



Notifications

Change your notification settings.

This will bring up the 'Add Student' screen:

Add student

STUDENT INFORMATION *

SCHOOL *

Type the first few letters of your school and select from the list provided

DEBTOR ID

thekemsley5@bigpond.com

Go Back

Save Changes

Add student First Name, Last Name, School (same as before, start with typing North Ryde Public School and the option to select our school will drop down). Select the school. Then the 'Select Class' option will appear:

SCHOOL *

Type the first few letters of your school and select from the list provided

Select the class for your child.

SCHOOL *


Type the first few letters of your school and select from the list provided

- 3/4S
- 3/4T
- 5/6C
- 5/6D
- 5/6S

This will give you access to the Kindy Uniform Bundles. Click on 'Save Changes':

Save Changes

This will bring up the 'You've added your first student!' screen:



You've added your first student! What would you like to do next?

Add another student View my Dashboard Close

If you have more than one student starting at the school, select 'Add another student'. Otherwise go to 'View my Dashboard'

The Connect Dashboard will now have the Uniform Shop button enabled:

Connect Dashboard

Select an application



My School Tuckshop



My School Raffle



My School Uniform



My School Event



My School Volunteer



Order History

View your order history to review orders and easily reorder a week of lunches.



My Students

Manage student details, add and delete students.



Top Up & Financial History

Review transaction history and easily top up your account.



Account Information

Change your account information.



Notifications

Change your notification settings.

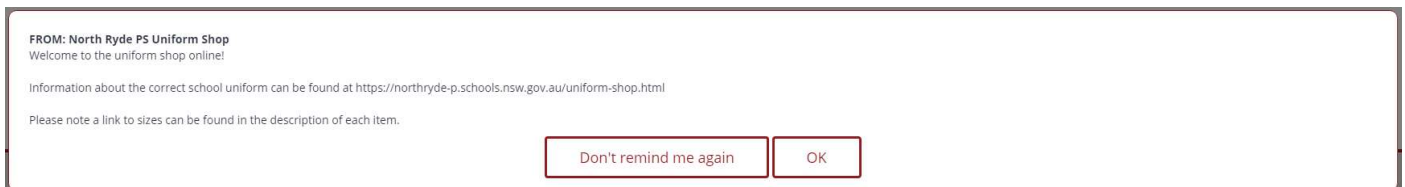
5. Putting in an order:

On the Connect Dashboard, click on 'My School Uniform':



My School Uniform

An announcement will come up to welcome you to the uniform shop. This announcement provides the link to more information about the North Ryde Public School Uniform, should you need it:



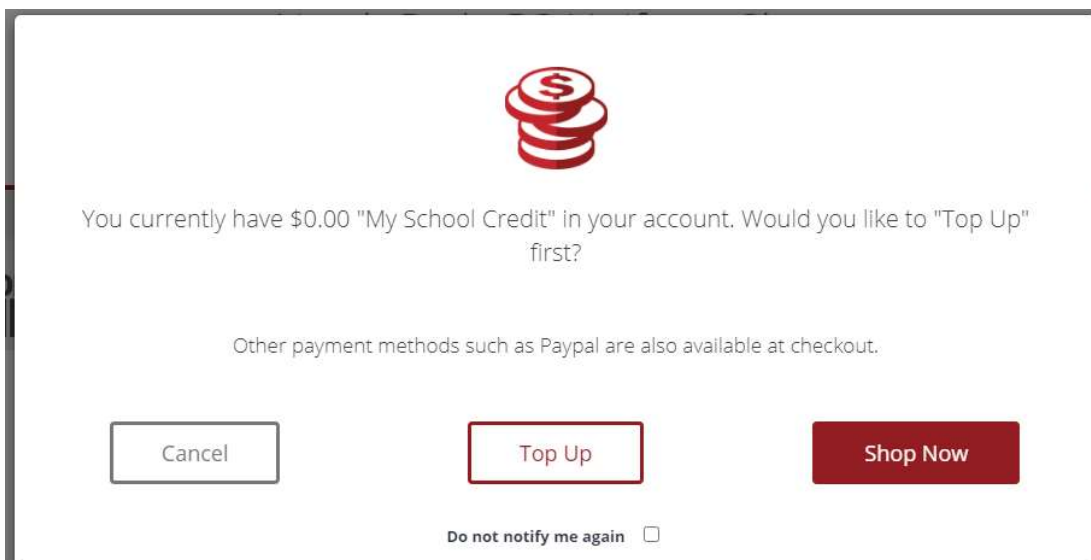
The link is:

<https://northryde-p.schools.nsw.gov.au/uniform-shop.html>

Click on OK.

You will then see the following message regarding your 'Your School Credit' balance.

IMPORTANT: You can select 'Shop Now' to pay using Credit Card or Paypal with immediate payment clearance.



You will then see the North Ryde PS Uniform Shop Menu.

North Ryde PS Uniform Shop

Uniform Price List

Sort By

Default

All

Recently Ordered

Accessories

Band Program Items

Summer

Winter

Sports



\$35.00

Polar Fleece Ja...

Summer/Winter This is the heaviest...

- 1 +

Add to Order



\$55.00

School Back Pac...

This backpack has been endorsed by ...

- 1 +

Add to Order



\$22.00

Skort

Part of the Summer, Winter and Spor...

- 1 +

Add to Order

Select an item that you would like to order.



Sports Shorts

\$20.00

Availability: In Stock

* Short Size

- 4
- 6
- 8
- 10
- 12
- 14
- 16

- 1 +

ADD TO ORDER

You will need to select the appropriate size, then click 'Add to Order'


Your cart will now have that item in it.

Once you have added all items you would like to order to your cart. Click on the cart:



You have the chance to edit the products you have added, or Checkout. The Order Summary will then be shown:

Order Summary

	<p>Sports Shorts (Uniform Price List) for Keyana</p> <p>- Short Size: 10</p> <p><small>Currently, editing product options is not possible. To change the options remove this item from your cart and add it again.</small></p>	\$20.00	1	\$20.00
				Remove
			Sub-Total:	\$20.00
			Total:	\$20.00

From here you can Checkout:

Confirm Order

DELIVERY METHOD

PICKUP FROM SCHOOL

PAYMENT METHOD

CREDIT CARD
(Payment fee: 1.9% + \$0.3)

MY SCHOOL CREDIT (Current balance not enough. Please, **Top Up**)
(no fee)

PAYPAL
(Payment fee: 2.9% + \$0.3)

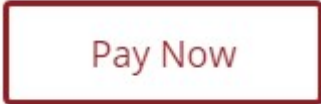
Add Comments About Your Order

CONFIRM ORDER

	Sub-Total:	\$20.00
	Fee:	\$0.68
	Total:	\$20.68

[I want to use another credit card](#)

Select Delivery Method of 'Pickup from School'. Then complete payment method. You will need to use 'Credit Card' or 'Paypal' for your first order to ensure funds are immediately cleared and your order can be processed. Complete your payment details, and click 'Pay Now':



Once payment has been confirmed you will get the 'Your Order has been Processed' message:



Your Order Has Been Processed!

Your order has been successfully processed!

You can view your order history by going to the [Dashboard](#) page and by clicking on [Order History](#).
If you have ANY questions please [contact us](#).

Thanks for shopping with us online!

If you don't receive this message your order will NOT be processed.

When you return to the Connect Dashboard, you will see your order information:

Connect Dashboard

Select an application



My School Tuckshop



My School Raffle



My School Uniform



My School Event



My School Volunteer

Previous Orders

[View full order history](#)

Order ID	Order Date	Total	View	Reorder	Help
1081572	Thu, 29th Oct	\$20.68	View		Get help with this order



Order History

View your order history to review orders and easily reorder a week of lunches.



My Students

Manage student details, add and delete students.



Top Up & Financial History

Review transaction history and easily top up your account.



Account Information

Change your account information.



Notifications

Change your notification settings.

Your first order is now complete! Uniform Shop Volunteers will pack the order and it will be delivered to your child's class.

6. Topping up your account:

Following your initial order you can top up your My School Credit if you would like.

To top up, click on 'Balance' in the top right corner of the screen:

BALANCE: \$0.00

This will take you to 'My School Funds':

My School Funds



\$0.00

My Current Balance

Go Back

Top Up

Auto Top Up

Withdraw

Date Added	Description	Amount (AUD)
You do not have any credits!		

You can then manually Top Up or set up Auto Top Up. Selecting 'Top Up':

Top Up



\$0.00

My Current Balance

Go Back

Bank Account

Credit Card

Select this option to notify us that you'll use your online banking platform to pay us directly into our bank account.

Please note, it may take up to 3-5 days for funds to appear in your top-up account. If you need funds sooner, it is best to use either the PayPal or Credit Card options

SELECT AN AMOUNT*

\$25

\$50

\$100

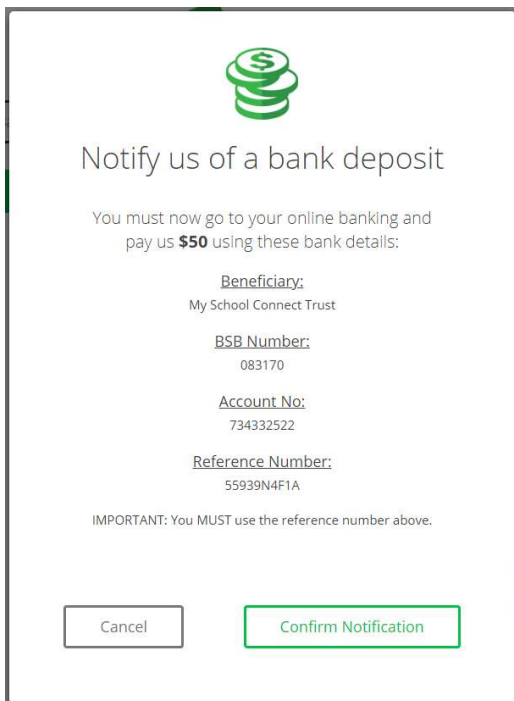
Other

I want to pay you via internet banking. Show me your BSB and account details

Go Back

You can choose to pay via Bank Account or Credit Card.

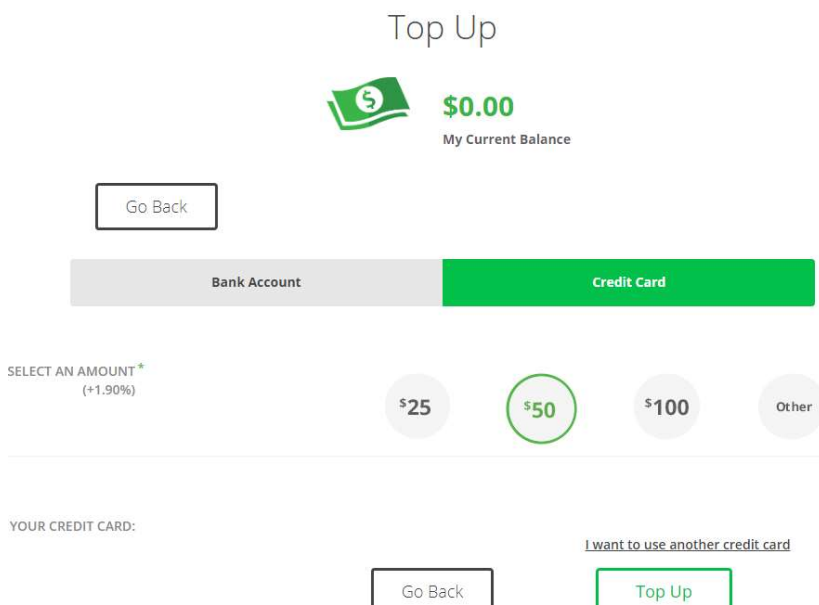
If you choose Bank Account, you select the amount (or enter an 'other' amount), and then click on 'I want to pay you via internet banking...' You will then have the bank account details you need to pay into:



The screenshot shows a notification form titled "Notify us of a bank deposit". At the top is a green icon of three stacked coins. Below the title, it says "You must now go to your online banking and pay us \$50 using these bank details:". The form lists the following information: Beneficiary: My School Connect Trust; BSB Number: 083170; Account No: 734332522; Reference Number: 55939N4F1A. An important note states: "IMPORTANT: You MUST use the reference number above." At the bottom, there are two buttons: "Cancel" and "Confirm Notification".

Click on 'Confirm Notification' and then process the payment via your normal personal banking system.

If you choose Credit Card, you select the amount you wish to transfer. If you have your credit card details set up, you can use those, otherwise enter your credit card details and click 'Top Up'.



The screenshot shows a "Top Up" interface. At the top, it says "Top Up" and displays a green icon of a credit card with "\$0.00" next to it, labeled "My Current Balance". Below this is a "Go Back" button. There are two tabs: "Bank Account" (grey) and "Credit Card" (green). Under the "Credit Card" tab, it says "SELECT AN AMOUNT*" (+1.90%) and shows four circular buttons: "\$25", "\$50" (highlighted in green), "\$100", and "Other". At the bottom, it says "YOUR CREDIT CARD:" and has a link "I want to use another credit card". Below this are two buttons: "Go Back" and "Top Up".