



St Brigid's College has now introduced a great new online ordering system for **all online orders for the College Cafe** called **My Student Account (MSA)** commencing at the beginning of Term 4 2024.

MSA's online system allows you to add funds to your child's student ID and place all your orders online **conveniently at any time of the day.**

To login:

1. Please go to <https://cafe.stbrigids.wa.edu.au>
2. Click 'Forget your password?' option

The screenshot shows the 'Forgot Your Password?' page. At the top, there is the St Brigid's College logo and the text 'ST.BRIGID'S COLLEGE'. Below this is a dark green navigation bar with the 'my HOME' logo. The main heading is 'Forgot Your Password?' followed by the instruction: 'Enter your username and a password reset email will be sent to the email address you have associated with your profile.' Below this is a form titled 'Reset Your Password' with a 'Username' input field and a 'Submit Request' button. At the bottom of the page, there is a footer with the text 'Copyright © 2024 My Student Account Version 2.33.1.166'.

Use the email address you've registered with the school.

An email with password reset link will be sent to your nominated email address.

3. Once logged in, you will see your child/children's account listed. You can then top up your child's account or start placing online orders immediately.

Follow these easy steps to access your parent profile and make your orders

1. Login the School Portal
2. Go to canteen/tuckshop link

You will see a list of your child/children's account within your profile as below.

Each student has a separate account balance based on the School Student ID.

Sample below:

Account List

The screenshot displays two account entries under the heading "Account List". Each entry includes the student's name and School Student ID, followed by an "ACCOUNT BALANCE" label. Below each entry is a teal navigation bar with the following options: RECHARGE, ONLINE ORDERS, TRANSFER FUNDS, HISTORY, and MANAGE (with a dropdown arrow).

Jane Citizen (9111111111111) ACCOUNT BALANCE

RECHARGE ONLINE ORDERS TRANSFER FUNDS HISTORY MANAGE ▾

John Citizen (9111111111112) ACCOUNT BALANCE

RECHARGE ONLINE ORDERS TRANSFER FUNDS HISTORY MANAGE ▾

Recharge

- Select the Recharge function
- Enter the amount you wish to provide and click "Next"
- Enter your credit card details (Visa or MasterCard) and follow the prompts.

Transaction History

By Clicking the **History** tab you can then navigate and set the search date to see all purchases made

- **Transfer Funds**

You can deposit into one account and transfer a balance into other students or when a sibling leaves the School or when balance is low.

- **Manage - Edit**

You can manage the following in this section:

- Set a Low Balance alert that will email you when the balance falls below the level set.
- Add Allergy alerts Set Prohibited items (please consult with your student to avoid embarrassment in a busy queue of hungry students and to assist canteen staff with speed.
- Setup auto Recharges (only after 1st manual recharge) to recharge the account by low balance or periodically.
- Parent will receive an email whenever an auto Recharge is performed with an opt out option.

Online Ordering

You need to have funds available to make orders. If you try and order items without funds available, you will be asked to return to the account recharge page place funds in account prior to ordering meals.

- Click “Online Orders” tab under the student account you wish to make the order for, choose your date/dates, Meal Period then proceed to next screen to select your items for each meal. You can edit or remove any dates or orders prior to processing orders.

The cut off time for this menu is 7:00:00 PM on the day of the order

Select a date and any relevant options for this order. You may add multiple dates.

Order Date	Menu Options	
24/02/2017	Morning Tea	+ ADD TO ORDER

Selected dates and options

23/02/2017 Lunch

24/02/2017 Morning Tea

- You can select as many meal periods and dates as you wish in one go.
- Only menu(s) available for your student can be accessed when ordering.
- You cannot make an order after the Order cut-off time of the day of ordering.
- The menu will show the order cut-off time.
- A menu may have an attachment with extra information regarding the menu or event.

23/02/2017	24/02/2017	
1. LUNCH SPECIALS		
2. HOT FOODS		
Item	Price	Qty
TOASTED SANDWICH - CHICKEN & CHEESE	\$3.50	- 0 +
TOASTED SANDWICH - HAM & CHEESE	\$3.50	- 0 +
TOASTED SANDWICH - HAM CHEESE & TOMATO	\$3.50	- 0 +

After you have completed all orders, please proceed to completing the order by clicking ‘Proceed to Payment’


23/02/2017 Lunch			EDIT	DISCARD
Item	Qty	Total Price		
LIPTONS ICED TEA - GREEN TEA & MANGO	1	\$3.20		
		SURCHARGE	\$0.00	
		TOTAL	\$3.20	

24/02/2017 Morning Tea			EDIT	DISCARD
Item	Qty	Total Price		
SUSHI ROLL - CHICKEN & AVOCADO	1	\$2.60		
BIG M 250ML STRAWBERRY MILK	1	\$2.50		
		SURCHARGE	\$0.00	
		TOTAL	\$5.10	

< BACK
PROCEED TO PAYMENT >


- Click: Pay with funds currently available in this account.

SUBMIT ORDER



Pay with funds currently available in this account.

\$ Pay Now



Pay with funds available on your credit card.

\$ Pay Now

Cancelling an Online Order

If you have placed an order and want to cancel, click “Online Orders” then “History” and your orders will be visible and you can click the Cancel button.

Note: You can only cancel an order prior to the cut-off time on the order date. If the Cancel option is not visible, then the order cut-off time has passed.

If you have any problems while ordering, you can always contact the MSA support team on 1300 369783 between 8.30 am and 5pm AEST.

Support

If you have any issue accessing your login username and password please contact the College ICT Helpdesk.

For support on online ordering, top-ups and general functionality, please contact MSA Support Team on 1300 369 783 or support@mystudentaccount.com.au

For more information about the new system and the College Cafe please contact communityrelations@stbrigids.wa.edu.au