

MY STUDENT ACCOUNT ONLINE ORDERING INSTRUCTIONS

To help you with placing your orders please follow the simple steps below to order your 2021 Booklist requirements or Uniforms:

To access My Student Account



1. Visit <https://macgregorss.mystudentaccount.com/wp/Profile/Signin>
2. **Sign In / Register as a New User**

Already a user – Enter your details and Sign In.

Username – Your email address that has been provided to the School for correspondence

Password – macgregor (lower case) – **default password**

Note: If you have changed your password from macgregor; use your current password

If you have forgotten your password, use the password recovery link – found at the bottom of the login screen.

To Register as a New User

- Create a New Profile
- Once activated, Click **My Profile** → **Add an Account** to add your student or students to your profile. Enter:
 - Full name as per student card record
 - Class
 - Date of Birth
 - Student Group (senior/junior etc.)
 - Enter Student Number. (Found on School ID Card or in EQ documentation such as invoice. Every school student has an EQID. It consists of 10 numbers and one letter.)
- Click **“Add Account”** button to add account to profile and repeat for other students.
- Click **“Account List”** to return to main accounts page when all students added.

To begin your online 2020 Booklist or Uniform requirements:

- Log in using the information above
- Click **“Online Orders”** under the student account you wish to make the order for.
- Select from either 2020 Year Level Booklist or Uniform Shop
- Click **“Begin Order”**
- A PDF of your child’s booklist is available to download for your reference
- Select your child’s Booklist under **“Menu Options”** and click **“Next”**
- Click the down arrow next to the headings to show required items
- Choose your items and add quantity by clicking (+) or (-) button
- Click **“Next”** to review your order
- Order review screen – you can still ‘Edit’ or ‘Discard’ your order.
Please note: if you choose to ‘Discard’ your order. You will need to restart the whole online order process.
- When finished selecting items, click **“Proceed to Payment”** to proceed to payment page
- Click **“\$ Pay Now”** to use account balance or enter credit card details
- Enter your Credit Card or Visa Debit card details
- Click **“Submit Payment”** to complete the order ***** Important step *****
- “Order Complete” page will show once payment has been processed showing your order number and order summary

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The school is fortunate to have an onsite P&C Association operated Uniform & Stationery Shop which provides the book packing service, where your orders are packed and delivered to your child's classroom. To utilise this convenient service, please note the following key dates:

- Orders placed **by Friday 4th December 2020** will be delivered to your child's classroom. Delivery to the classroom **cannot** be guaranteed by the end of the school year if your order is placed after this date.
- Orders placed **after Wednesday 9th December 2020** and during the school holidays will be available for collection from the Uniform & Stationery Shop when the shop reopens from Monday 18th January 2021 through to Saturday 23rd January 2021 from 9:00am until 12 noon.
- Families will be contacted via text message advising when your order is ready for collection.

To streamline the process, we encourage families to order online via **My Student Account**. Online orders will be given priority and will be packed before orders placed over the counter at the Uniform & Stationery Shop.