MY STUDENT ACCOUNT ONLINE ORDERING INSTRUCTIONS

To help you with placing your orders please follow the simple steps below to order your 2020 Booklist requirements or Uniforms:

**To access My Student Account**

1. Click the ***My Student Account*** link on the MacGregor State School website, [www.macgregorss.eq.edu.au](http://www.macgregorss.eq.edu.au), click the link to “My Student Account” or visit <https://macgregorss.mystudentaccount.com>
2. Login using your username and password

**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 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

All orders placed prior to Monday 9th December 2019 will be delivered to your child’s classroom. We can’t guarantee delivery by the end of term if your order is placed after this date.

**If your child is leaving early for holiday, please email the Uniform Shop notifying your child’s last day of school.** We will endeavour to have your book pack delivered to class in time to meet this deadline.

We encourage all parents and caregivers to use the easy online ordering system, My Student Account. This will save you time and greatly increase our efficiencies, so we can keep the prices low.

Please refer to the latest newsletter edition for the extended trading hours for the Uniform Shop.

Should you have any questions about the online purchasing please call the My Student Account Help Desk on **1300 369 783** or the Uniform Shop on 3323 4412 or **email PandCUniformandBookshop@macgregorss.eq.edu.au**.

Yours sincerely,

Jo Dodd

President, P&C Association

**All profits from MacGregor State School Uniform /Stationery Shop are reinvested back into MacGregor State School**