

## ATTACHMENT 1

## “How to Register”

### Place all your Tuckshop/Uniform orders with My Student Account

Our school uses an online ordering system for the **Uniform Shop & Tuckshop** called My Student Account (MSA). Prep access to the Tuckshop does not start until Term 2.

MSA allows you to place all your school orders online **conveniently**.

1. Visit <https://coorparoos.mystudentaccount.com/>
2. Register or Sign In.

Already a user/registered - Enter your details and login.

3. Once registered, please log back in via the same link above, select **My Profile → Add an Accounts** to add your student or students to your profile. Enter:
  - **Full name:** First and last name of student
  - **Class:**
    - Existing enrolment: please type in class name (i.e. 1H, 4P etc.)
    - Future enrolment: year level ONLY required (i.e. Prep, 1, 2 etc.)
  - **Date of Birth**
  - **Student Group:** (select from drop down option year or ‘new enrolment’)
  - **Enter Student Number:** **Not required for Coorparoo students. Please leave this blank.**

Click “Add Account” button to add account to profile and repeat for other students.

4. Click **“Account List”** to return to main accounts page when all students added.
5. You can then top up your child’s account or start placing online orders immediately.

If you have any questions, please contact MSA Support/Service Team on 1300 369 783, or you can contact them via ‘Contact Us’ on their website.

We recommend that you refer to this *‘how to register guide’* when completing the online registration.

