



# How to Setup FlexiSchools Cashless Card

Important: Before you begin, you will need your son's code which is found on their student card highlighted here in red.



## Step 1 - Register

- Go to **flexischools.com.au**
- Click the Register Button

**flexischools**

Start  
Homepage

### New User Registration

To setup your FlexiSchools account, we need a bit more information from you. Please fill out the form below, then read and agree to the Terms and Conditions of use, and click on the "Submit" button.

The required information is in **bold**.

**Personal Information**

**Username:**  \*

**Password:**  \*  
(case sensitive)

**Confirm password:**  \*

Title:

**Your First Name:**

**Your Last Name:**

**Email Address:**  Please enter an email address.

Landline: (  )

**and/or**

Mobile Number:

**What is your connection to the school?**

I am a Parent

I am a Staff Member

I am a Staff Member with a Student

Other

Use of this site is subject to Terms and Conditions of Use. [Click here to view the Terms and Conditions in a new window.](#)

I have read and agree with the Terms and Conditions of Use.

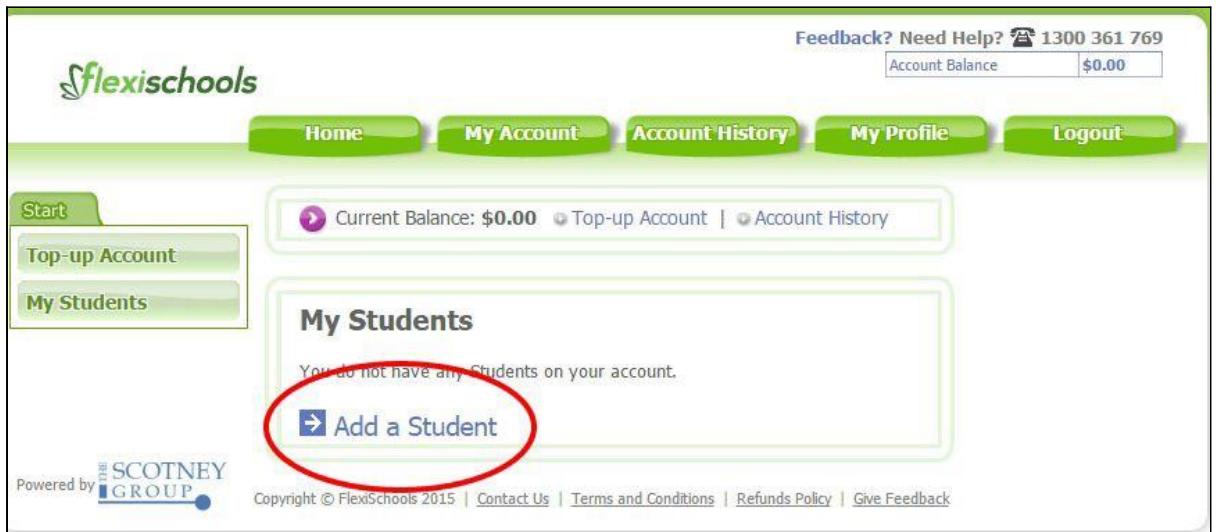
Powered by **SCOTNEY**

- Enter your email. You will then be sent an email with a registration form link.
- Follow the link and complete the form.

## Step 2 – Add Your Son and link his card

Add your son to your account and link his Student Card. Once registered you will be taken to your account homepage.

- Click the “**Add a Student**” button

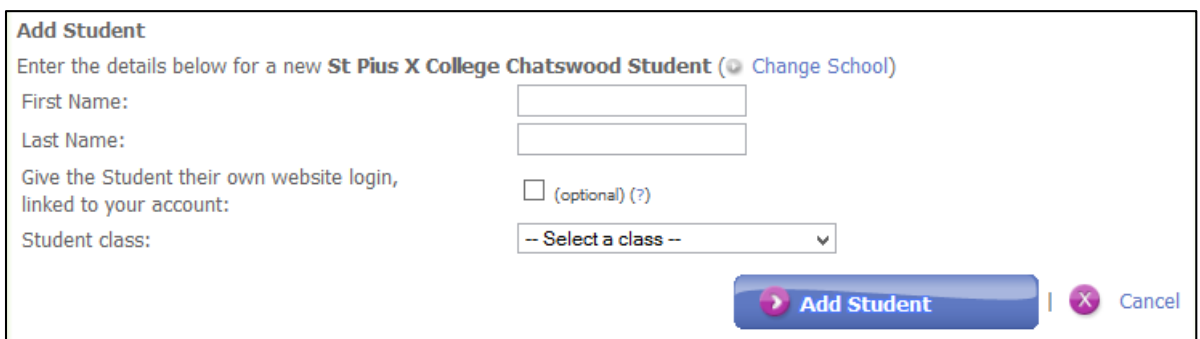


The screenshot shows the FlexiSchools account homepage. At the top right, there is a 'Feedback? Need Help?' link with a phone icon and the number 1300 361 769. Below this is an 'Account Balance' field showing '\$0.00'. A navigation bar contains buttons for 'Home', 'My Account', 'Account History', 'My Profile', and 'Logout'. On the left, there is a 'Start' section with 'Top-up Account' and 'My Students' buttons. The main content area shows 'Current Balance: \$0.00' and 'Top-up Account | Account History' links. Below this is a 'My Students' section with the text 'You do not have any Students on your account.' and a blue 'Add a Student' button with a right-pointing arrow, which is circled in red. At the bottom, there is a footer with 'Powered by THE SCOTNEY GROUP' logo and copyright information for FlexiSchools 2015, along with links for 'Contact Us', 'Terms and Conditions', 'Refunds Policy', and 'Give Feedback'.



The screenshot shows the 'Add Student' search form. It has a title 'Add Student' and a prompt: 'Start typing the School name and select from the options presented:'. Below this is a search box labeled 'School name search:' with a magnifying glass icon and the word 'Search' to its right. On the far right, there is a 'Cancel' button with a red 'X' icon.

- The first step is to search for and select St Pius X College. Enter 'ST PIUS' into the search box and click the **Search** button, then select **St Pius X College** from the list
- Once you select St Pius X College, fill out the students details. Complete this form and click the '**Add Student**' button.



The screenshot shows the 'Add Student' details form for a new 'St Pius X College Chatswood Student'. The title is 'Add Student' and the subtitle is 'Enter the details below for a new St Pius X College Chatswood Student (Change School)'. The form has four input fields: 'First Name:', 'Last Name:', 'Give the Student their own website login, linked to your account:' (with a checkbox and '(optional) (?)' text), and 'Student class:' (with a dropdown menu showing '-- Select a class --'). At the bottom right, there is a blue 'Add Student' button with a right-pointing arrow and a 'Cancel' button with a red 'X' icon.


- Next and very important step is to link your son's card to this account. The **'Student ID Card Number'** is your son's student username found on their Student Card below the barcode.



**Card Setup (Optional)**

I do not want to link a card.  
 I do want to link a card to the system.

Student ID Card Number:  Please enter the student username located underneath the Barcode on your student card.



By entering the Student ID Card Number on this form, you accept that charges incurred by presenting this card for payment will be billed to your FlexiSchools account.

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- Ensure you have checked 'I do want to link a card to the system' and enter the username found on the student card into the **'Student ID Card Number'** field. Click Save.

### Step 3 – Top-up Account

- There are numerous links on the account home page to Top Up your Account. You can find one under the **"My Account"** tab.
- Specify your payment method and complete the transactions to ensure there is credit on the card.

### FlexiSchools Support

- For issues regarding setting up your account and linking your son's card please contact **FlexiSchools directly**.
- If your son's card does not work at school please contact **FlexiSchools directly**.
  - **Phone:** 1300 361 769
  - **Email:** help@flexischools.com.au
  - **Opening Hours:** Monday to Friday, 7am to 7pm.