

# CARMEL COLLEGE

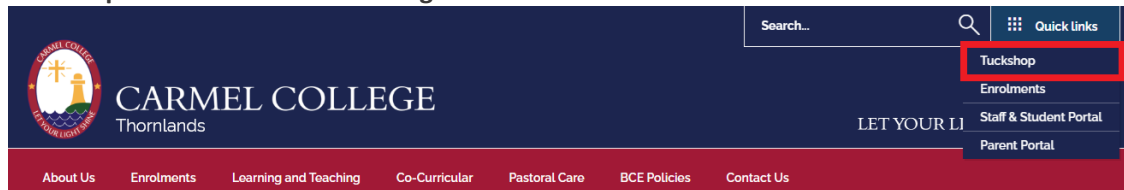


## Place all your Canteen/Uniform orders with My Student Account

Our school utilizes a great online ordering system for the Uniform Shop & Tuckshop called My Student Account (MSA)

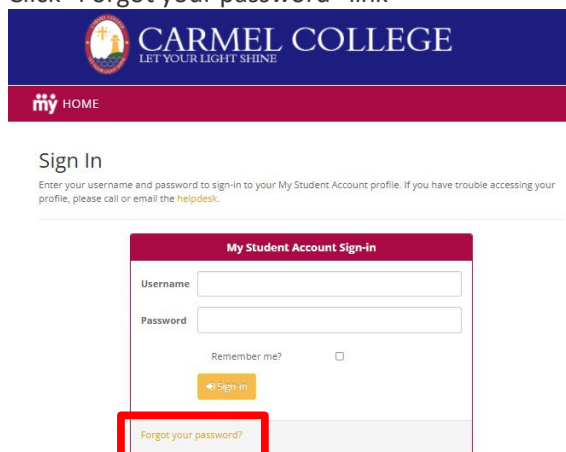
MSA allows you to place all your school orders online conveniently, at any time of the day.

1. Visit <https://marketplace.carmelcollege.qld.edu.au/> or Select “Tuckshop” from the top Quick links dropdown on the Carmel College website.



2. Set up for Parents logging in for the first time:

- Click “Forgot your password” link



- Use your **email address** in the **username** field.  
*Note: email address must match the registered email address with Carmel College*

An email will be sent with the password reset link. Please follow the prompts.

3. **Signing In.**

Enter your email address and your password to log in

### Support

If you have any questions, please contact the schools IT Support Team on [support@carmelcollege.qld.edu.au](mailto:support@carmelcollege.qld.edu.au)

If you have any questions about the online services we are introducing, please ask the school office for more information.

## Using My Student Account

- **Add funds to accounts**

1. Visit <https://marketplace.carmelcollege.qld.edu.au> and login with the email registered with the school and your newly created password



### Sign In

Enter your username and password to sign-in to your My Student Account profile. If you have trouble accessing your profile, please call or email the [helpdesk](#).

My Student Account Sign-in

Username

Password

Remember me?

☐

Sign-in

Forgot your password?

2. Click Recharge on the account you would like to add funds, funds can be internally transferred between accounts.

### Account List

Ben Edwards (9911230015363)

ACCOUNT BALANCE

\$24.40

RECHARGE

ONLINE ORDERS

TRANSFER FUNDS

HISTORY

MANAGE

TEST ACCOUNT ()

ACCOUNT BALANCE

\$0.00

RECHARGE

ONLINE ORDERS

TRANSFER FUNDS

HISTORY

MANAGE

3. Funds can be added by credit card or BPAY

### Account Recharge

Ben Edwards (9911230015363)

Cancel Recharge

ACCOUNT BALANCE

\$24.40

Recharge Amount

\$

Minimum \$10

Proceed To Payment

Alternative Recharge Method

B

PAY

Billor Code: 150706

Ref: 9911 2300 1536 3

Telephone & Internet Banking - BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info [www.bpay.com.au](http://www.bpay.com.au)

BPAY® may take up to 3 days to process

### Top Up Admin Fees

Payment Gateway Admin Fee via Portal – inc. GST	1.5% of payment total + \$0.33
Bpay Transfer Fee – Inc. GST	Flat rate \$1.80

## Using My Student Account

### - Placing online orders

1. Click Online Orders

Account List

The screenshot shows the 'Account List' page. At the top, it says 'ACCOUNT BALANCE'. Below this, there are two account entries. The first entry is for 'Ben Edwards (9911230015363)' with an account balance of '\$24.40'. Below the name, there is a horizontal menu with five options: 'RECHARGE', 'ONLINE ORDERS', 'TRANSFER FUNDS', 'HISTORY', and 'MANAGE'. The 'ONLINE ORDERS' option is highlighted with a red box. The second entry is for 'TEST ACCOUNT ()' with an account balance of '\$0.00'. It also has a horizontal menu with the same five options.

2. Click "Begin Order" for a specific break; Breakfast, First Break or Second Break. Different items are available at different times.

Online Orders

The screenshot shows the 'Online Orders' page. At the top, it says 'ACCOUNT BALANCE'. Below this, there are two tabs: 'New Order' and 'History'. The 'New Order' tab is selected. Below the tabs, there are three sections: 'Canteen Menu - Breakfast', 'Canteen Menu - First Break', and 'Canteen Menu - Second Break'. Each section has a 'Begin Order' button. The 'Begin Order' button for the 'Canteen Menu - Breakfast' section is highlighted with a red box. Below these sections, there is a 'Uniform Shop Menu' section with a 'Begin Order' button.

3. Select the date for the order, choose the relevant option from the Options dropdown then click the Add to Order button.

The screenshot shows the 'Canteen Menu - First Break' section. At the top, it says 'Canteen Menu - First Break'. Below this, there is a yellow box with the text 'The cut off time for this order is 09:00 AM, on the day of the order'. Below this, there is a text box with the text 'Select the order date and any relevant options for this order. You may add multiple dates.' Below the text box, there are two dropdown menus: 'Order Date' and 'Options'. The 'Order Date' dropdown menu is set to '10/12/2021'. The 'Options' dropdown menu is set to 'First Break Order'. Below the dropdown menus, there is a red box with the text 'Add to Order'.

- Choose specific items to order from the relevant categories for both the Tuckshop and Uniform Shop.

#### Tuckshop Items

10/12/2021

Cold Drinks			
Hot Food			
Item	Price	Qty	
<b>Cheese Burger</b> <i>Cheese Burger</i>	\$4.00	-	0 +
<b>Chicken Chips</b> <i>Chicken Chips</i>	\$3.50	-	0 +
<b>Chicken Fillet Burger</b> <i>Chicken Fillet Burger</i>	\$5.00	-	0 +
<b>Chicken Tender Roll</b> <i>Chicken Tender Roll</i>	\$4.00	-	0 +
<b>Fantastic Noodles</b> <i>Fantastic Noodles</i>	\$2.50	-	0 +

#### Uniform Shop

01. Female Uniform			
02. Female Accessories			
Item	Price	Qty	
<b>01. Ribbon</b> <i>Ribbon 10MM D/S 20M Navy/Wine</i>	\$1.00	-	0 +
<b>02. Scrunchies</b> <i>Scrunchies</i>	\$5.50	-	0 +
<b>03. Stockings Small</b> <i>Stockings Small</i>	\$10.00	-	0 +
<b>04. Stockings Average</b> <i>Stockings Average</i>	\$10.00	-	0 +

- Click Next to proceed to payment options then click Proceed to Payment

#### Online Orders

TEST ACCOUNT 0
Cancel Order

ACCOUNT BALANCE  
\$0.00

Uniform Shop Menu  
Uniform Shop

ORDER TOTAL  
\$1.00  
Next >

Uniform Shop Menu

GRAND TOTAL  
\$1.00



Uniform Shop
Edit Discard

Item	Qty	Total Price
01. Ribbon	1	\$1.00
SURCHARGE		\$0.00
TOTAL		\$1.00

Back

Proceed to Payment

6. Choose how to pay for purchase, either with funds in your account or from a credit card.

SUBMIT ORDER	
	Pay with funds currently available in this account. <a href="#">\$ Pay Now</a>
	Pay with funds available on your credit card. <a href="#">\$ Pay Now</a>