

Flexischools Guide for Parents

Overview

Clayfield College Café now has the ability for students to use their ID cards for payments via the Flexischools system. The cards issued to students from 2023 onwards have a chip inside the card to allow them to be used with Flexischools.

This guide provides a consolidation of information provided by Flexischools (on their website) for parents to connect student ID cards to their Flexischools account to allow cards to be used at the College Café to purchase items.

Access for parents to Flexischools is either via the Flexischools App on your mobile device, or using the Flexischools website.

To use Flexischools, parents are required to register an account and load funds into the account for students to access with their ID cards.

App

Download the App

The Flexischools app is the easiest way to place online lunch orders, but also allows you pre-load credit onto the card for purchases..



To register a new account

- Open the Flexischools App and click 'Register'.
- Submit your email address to create an account.
- Go to your inbox and open the registration email from Flexischools. Click on the link and follow the registration process.

Log into your Flexischools account and enter your child's details

- Once your account is set up, log into the Flexischools App
- Select the 'Profile' icon on the navigation bar. Under 'Students', click 'Add new'. Enter your child's name, school, year level, and class. Click 'submit'.



Website

<https://flexischools.com.au/parents>

Register

Sign up

Sign In

Already registered?

Welcome back!

SIGN IN

flexischools

Welcome!

Enter your email address and country below to register

Email address

Confirm email address

Country

[Need some help?](#)

REGISTER

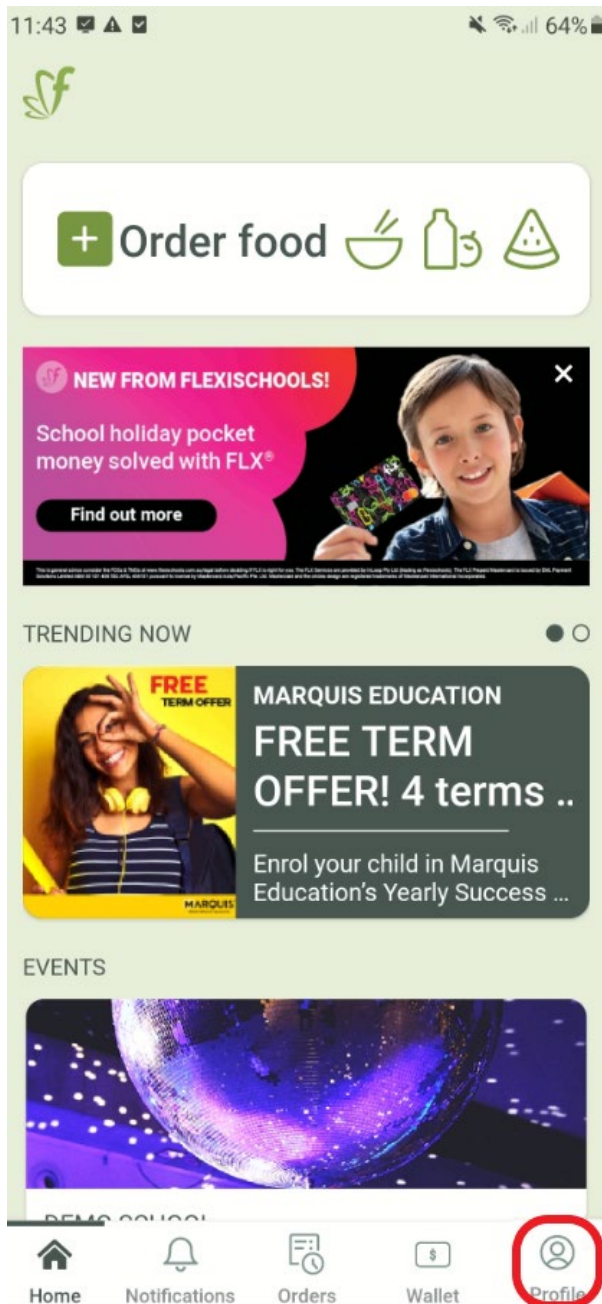
- Submit your email address to create an account.
- Go to your inbox and open the registration email from Flexischools. Click on the link and follow the registration process.

How do I link a student card?

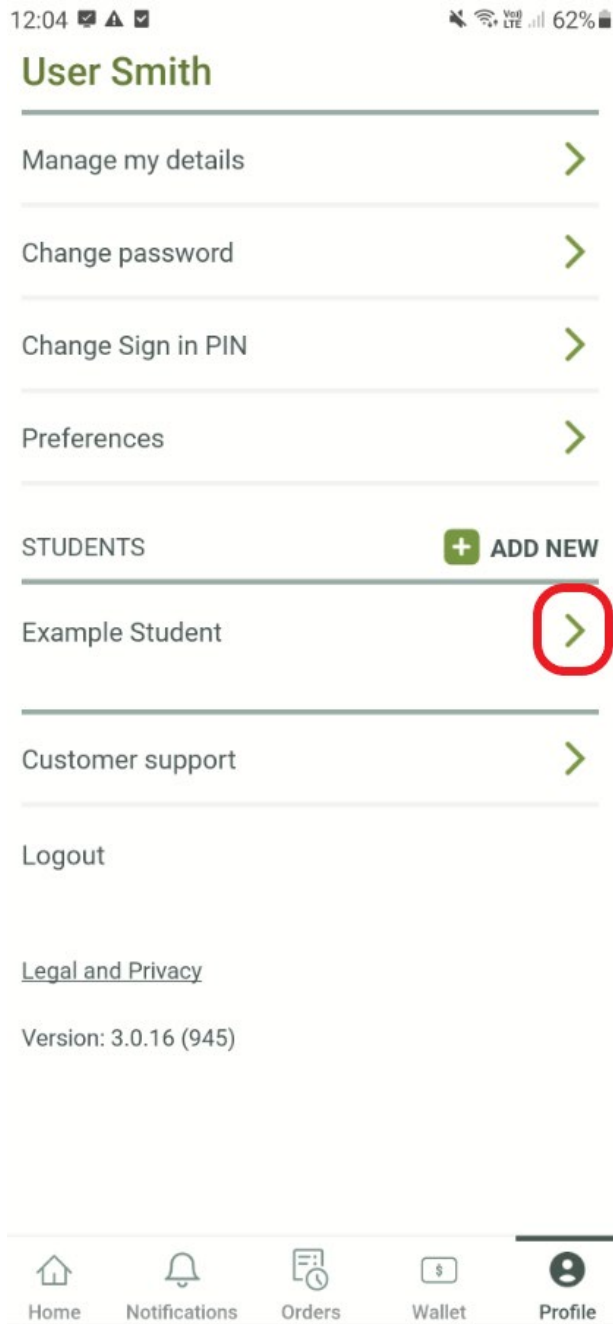
Student cards may only be linked to one Flexischools account at a time.

Flexischools App

First, select the **Profile** icon on the navigation bar.



Select the relevant student to expand their details:



Scroll down and enter the student card number. If you'd like, you may also set a daily spend limit. Don't forget to tap **Save** once you have finished.

YEAR LEVEL

Year 2 


CLASS

Y2A 

SETTINGS

STUDENT CARD NUMBER 

Enter student card number

 Give student their own Flexischools Online Ordering Login

DAILY FLEXISCHOOLS SPEND LIMIT


Enter daily Flexischools spend limit amount

Save


Remove Student




Tap the question mark icon for more information about your student card number.

Demo School 


YEAR LEVEL

Year 2 



CLASS

Y2A 

SETTINGS

STUDENT CARD NUMBER 

Enter student card number

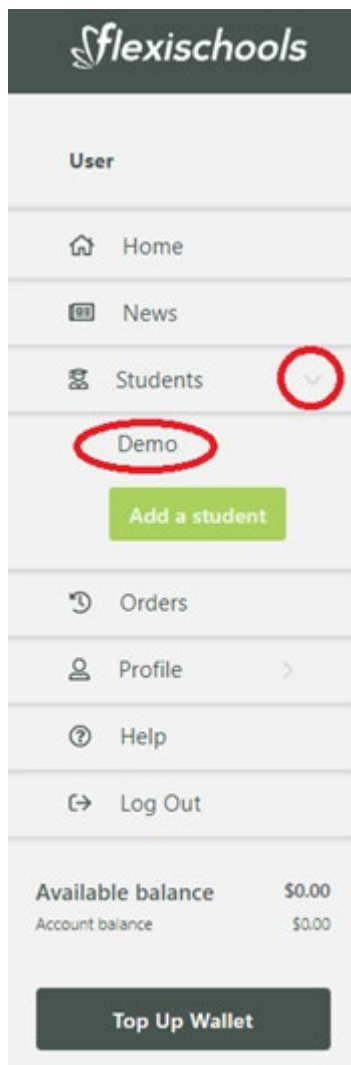
 Give student their own Flexischools Online Ordering Login 

DAILY FLEXISCHOOLS SPEND LIMIT



Flexischools Website

Select **Students** and click on the relevant student to expand their details.



Add the student card number, ensuring to click **Save** once you've finished.



The screenshot shows a user interface for managing student details. On the left is a sidebar with navigation options: Home, News, Students, Demo (with an 'Add a student' button), Orders, Profile, Help, and Log Out. Below the sidebar, account information is displayed: Available balance \$0.00 and Account balance \$0.00, with a 'Top Up Wallet' button. The main content area is titled 'STUDENT DETAILS' and includes a profile picture placeholder with the letter 'D'. Below this are input fields for 'FIRST NAME' (containing 'Demo') and 'LAST NAME' (containing 'Smith'). The 'SCHOOL SETTINGS' section includes fields for 'SCHOOL NAME' (containing 'Demo School'), 'YEAR LEVEL' (a dropdown menu set to 'Year 5'), and 'CLASS' (a dropdown menu set to 'YS'). To the right of these fields are the 'STUDENT CARD NUMBER' field (with a question mark icon and a red circle around it), a toggle switch for 'Give student their own Flexischools Online Ordering Login' (which is currently off), and a 'DAILY FLEXISCHOOLS SPEND LIMIT' field. At the bottom right of the form are two buttons: 'Remove Student' and 'Save' (which is highlighted in green and also circled in red).

Click the question mark icon for more information about your student card number.

This is a close-up view of the 'STUDENT CARD NUMBER' field. The label 'STUDENT CARD NUMBER' is followed by a question mark icon inside a red circle. Below the label is a text input field with the placeholder text 'Enter student card number'. Below the input field is a toggle switch for 'Give student their own Flexischools Online Ordering Login', which is currently turned off. Below that is the 'DAILY FLEXISCHOOLS SPEND LIMIT' section, which includes a text input field with the placeholder text 'Enter daily Flexischools spend limit amount'. At the bottom of the form are two buttons: 'Remove Student' and 'Save'.

Top up Wallet with funds

App

Select Wallet in the Flexischools app navigation, then select top-up

Choose your preferred payment method

Enter your desired amount and select Top-up to confirm

Tip: You can also set up automatic top-ups on this page

Website

Select Top-up Wallet after logging in

Choose your preferred payment method

Enter your desired amount and select Top-up to confirm

Tip: You can also set up automatic top-ups on this page

Further information

Further information can be found on the Flexischools website:

<https://flexischools.zendesk.com/hc/en-au/sections/7801702243097-Parent>

