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

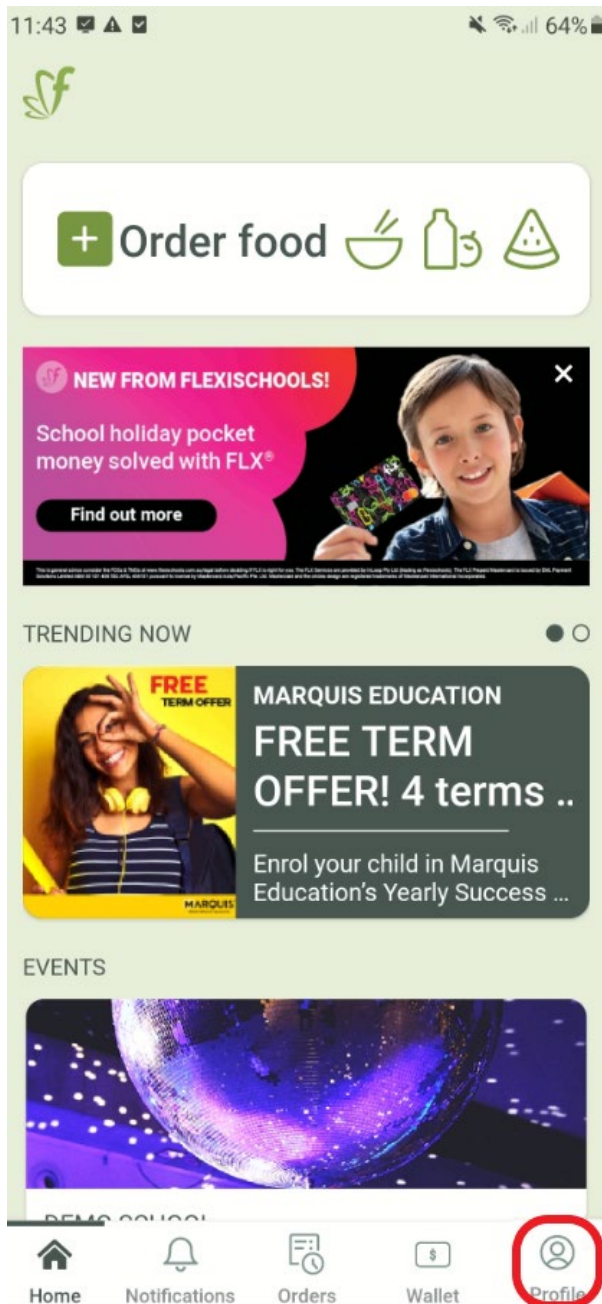- Open the Flexischools App and click 'Register'.

- 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

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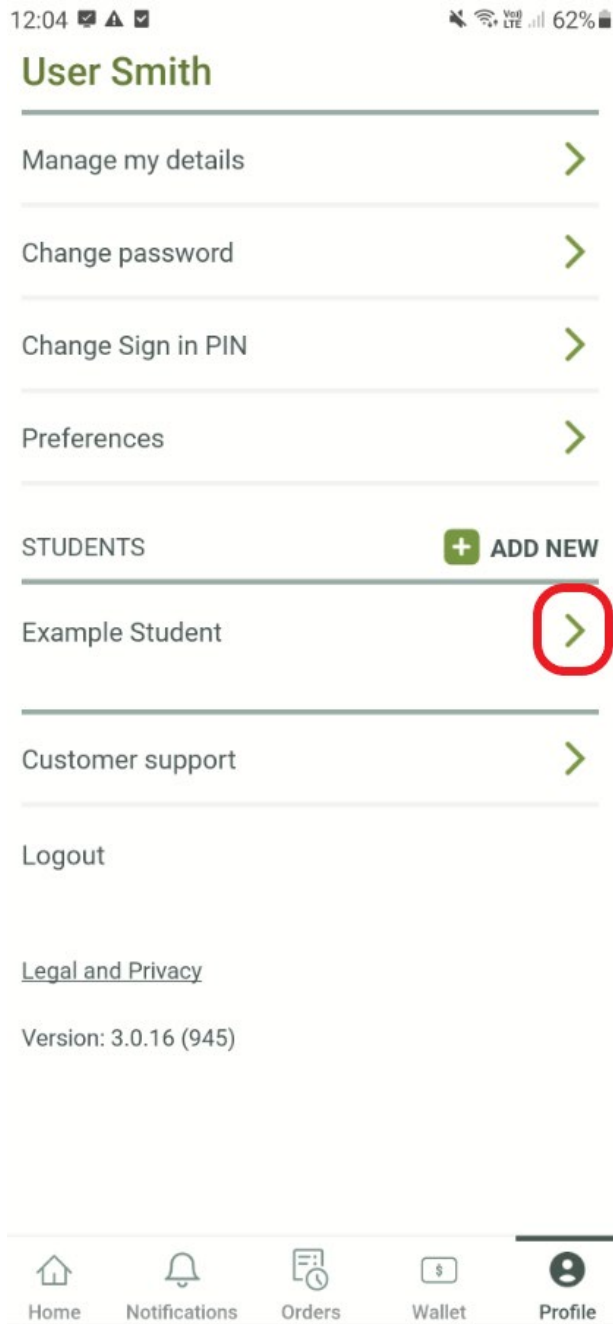
How do I link a student card?

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 ⑦

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 ⑦

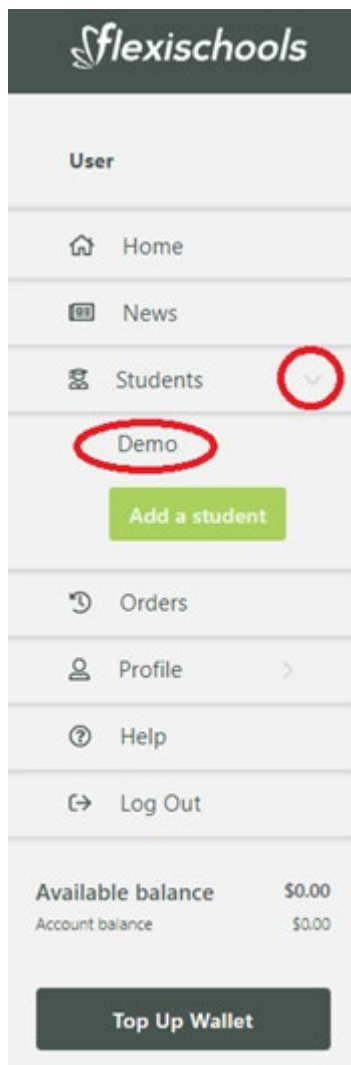Enter student card number

ⓘ 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.

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

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