

## M.S.S. UNIFORM SHOP ONLINE ORDERING INSTRUCTIONS

To help you with placing your orders, please follow the simple steps below to order your stationery or uniform requirements.

Orders will be delivered to your child in their classroom.

### To access My Student Account

1. Visit <https://macgregorss.mystudentaccount.com/wp/Profile/Signin>
2. **Sign In / Register as a New User**

#### Already a user – Enter your details and Sign In.

**Username** – Your email address that has been provided to the School for correspondence

**Password** – macgregor (lower case) – **default password**

Note: If you have changed your password from macgregor; use your current password

If you have forgotten your password, use the password recovery link – found at the bottom of the login screen.

#### To Register as a New User

- Create a New Profile
- Once activated, Click **My Profile** → **Add an Account** to add your student or students to your profile. Enter:
  - Full name as per student card record
  - Class
  - Date of Birth
  - Student Group (senior/junior etc.)
  - Enter Student Number. (Found on School ID Card or in EQ documentation such as invoice. Every school student has an EQID. It consists of 10 numbers and one letter.)
- Click **“Add Account”** button to add account to profile and repeat for other students.
- Click **“Account List”** to return to main accounts page when all students added.

Record your login details here:

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_



### Step by Step instructions to assist in placing your online order:

- Log in using the information above
- Click **“Online Orders”** under the student account you wish to make the order for.
- Select from either Year Level Booklist or Uniform Shop
- Click **“Begin Order”**
- A PDF of your child’s booklist is available to download for your reference
- Select your child’s Booklist under **“Menu Options”** and click **“Next”**
- Click the down arrow next to the headings to show required items
- Choose your items and add quantity by clicking (+) or (-) button
- Click **“Next”** to review your order
- Order review screen – you can still ‘Edit’ or ‘Discard’ your order.

Please note: if you choose to ‘Discard’ your order. You will need to restart the whole online order process.

- When finished selecting items, click **“Proceed to Payment”** to proceed to payment page
- Click **“\$ Pay Now”** to use account balance or enter credit card details
- Enter your Credit Card or Visa Debit card details
- **Click **“Submit Payment”** to complete the order \*\*\* Important step \*\*\***
- “Order Complete” page will show once payment has been processed showing your order number and order summary

Should you have any questions about the online purchasing please call the **My Student Account Help Desk on 1300 369 783** or the Uniform Shop on 3323 4412 or email [uniformshop@msspc.org.au](mailto:uniformshop@msspc.org.au).