MACGREGOR STATE SCHOOL UNIFORM SHOP ONLINE ORDERING INSTRUCTIONS

To help you with placing your orders, please follow the simple steps below to order your Uniforms:

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 **(note: for new Preps, please use Prep 2026 instead of a class code)**
  - 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.

To begin your online Uniform Order:

- Log in using the information above
- Click "***Online Orders***" under the student account you wish to make the order for.
- Select Uniform Shop
- Click "***Begin Order***"
- 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

All profits from MacGregor State School Uniform /Stationery Shop are reinvested back into MacGregor State School