StudentPayPlus Getting Started Guide for Parents

Ordering school canteen meals online for your children has never been easier. From the Canteen to the classroom, pay anytime, anywhere from your mobile phone or computer.

Ready, Set, Order!

I want to access StudentPayPlus through:

- Sentral for Parents mobile App
- <u>Sentral for Parents Portal</u>
- My child's school doesn't use Sentral for Parents, so I will go directly to StudentPayPlus website

Sentral for Parents App and Portal Users

Sentral for Parents App

1. Open the Sentral for Parents App on your mobile device.



- 2. Ensure you are navigated to the correct school.
- 3. Click on Canteen or Uniforms tile, depending on where you are looking to navigate.

- 4. The first time you click on these tiles you will be asked to either:
 - a. Link Existing Account: Select this option if you have already registered with StudentPayPlus. You will be asked to enter your login credentials.
 - b. **Create New Account**: If you are a new user of StudentPayPlus click this option. Your children will be automatically added to StudentPayPlus (from the Sentral for Parents school you accessed the Canteen or Uniform link from).

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	student pay+	
e 	Have an existing StudentPay+ account? Select Link Existing Account to maintain your account history.	
	Otherwise, select Create New Account to get started with StudentPay+.	ľ
	Link Existing Account	
	Create New Account	
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- 5. You should now be in your StudentPayPlus account. If you are experiencing issues with this process contact StudentPayPlus Support on support@studentpayplus.com.au or **1300 11 66 37**.
- 6. If you have children at <u>multiple schools</u> that are using StudentPayPlus, you will need to navigate from each or your children's schools the first time in order for the students to be automatically linked to your StudentPayPlus account.

Sentral for Parents Portal

- 1. Log into Sentral for Parents in a web browser on your device using your login credentials.
- 2. Select Canteen or Uniform from the menu, depending on where you are looking to navigate.

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	C Evie CARTER Ravenclaw ST Test School, Year PR
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2	Messages
	Absences
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G	Interview hi
8	School Resources
¢.	월 School Forms
	Canteen
	Uniform
4	My Details
a	My Access
1	Help & Information
٩	⊌ Links >
0	Log Out

- 3. The first time you click on these tiles you will be asked to either:
 - a. Link Existing Account: Select this option if you have already registered with StudentPayPlus. You will be asked to enter your login credentials.
 - b. **Create New Account**: If you are a new user of StudentPayPlus click this option. Your children will be automatically added to StudentPayPlus (from the Sentral for Parents school you accessed the Canteen or Uniform link from).

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Have an existing StudentPay+ account? Select Link Existing Account to maintain your account history.
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Link Existing Account
Create New Account

- 4. You should now be in your StudentPayPlus account. If you are experiencing issues with this process contact StudentPayPlus Support on support@studentpayplus.com.au or **1300 11 66 37**.
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For Non "Sentral for Parents" School

Register and link your children

If your school does not utilise "Sentral for Parents" you will need to manually link your students to StudentPayPlus. The following instructions will walk you through this process.

- 1. Create a new Sentral StudentPayPlus account by navigating to: https://www.studentpayplus.com.au/
- 2. Click on "Sign Up Free".





3. Enter the requested information to create your account.



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Create y	our Aco	count		
Hi, name.surname@ email address is yo setting up your ac r	emailadres our usernar ccount. It w minute.	s.com.au ne. Let's ill just ta	I! Your finish ake a	
Your First Name				
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Having trouble	or confused?	Support		



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- 4. Click the Login button and enter the email address and password you just created.
- 5. Click the Get Started button.

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	Welcome to StudentPay+ Ready to Get Started?
	Add your student(s) to StudentPay+ to pay for school meals and much more.
	Contact Information
	Name Name Sumame
	Mobile Phone
	Send text messages? No
	Email Address name.sumame@emailaddress.com.au
	Account Security
	Login Username name.surname@emailaddress.com.au (Edit)
	Password



6. Enter your State and select your school. Once you have selected your school, click "Add School".

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7. Enter Security Questions/Answers. This will help Sentral support to identify you if you contact support.



8. Click "Add Student" to link your child/children.





9. Enter your child's First and Last Name, and their Student Number. You should have been emailed your child's student number by your school. If you don't know your child's student number, please contact your school directly.

student	
Add Student	
To add a student to your account please enter their name and identifying information. Sentral Primary School	
L First Name	
Last Name	
Student # Don't have your child's student ID?	
Cancel Find Student	
A Global Payments Company	

- 10. You can set the system to send you an email if your child's wallet balance falls below a certain amount. If you do not wish to be notified, untick the "**Send email**" checkbox.
- 11. Click the "Add Student" button.

student, 🚊 -	⊕·
HOME > ADD STUDEN	т
Add Studen School: Sentral Prim First Name: Cate Last Name: Smith Grade: 6 When meal account \$ 10.00	t ary School balance reaches or falls below: Cancel Add Student
A Global Payments	AL 5 Company
Contact Us	Home
Help	My User Profile

12. You can now choose to add another child by clicking the "**Add Student**" button, or complete the process by clicking the "**Finish**" button.

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The student you select to your household. Add Another Stud	ed has been successfully added lent Finish
SENTRA	AL Company
Contact Us	Home
Help	My User Profile



Children at Multiple Schools

1. You can add multiple schools. See below examples to step you through the process:



Add S	chool	
Search provin	n for your school by s	state or
۲	Select State	~
	Cancel	Add School
SE	Cancel	Add School
SE A Global F	Cancel NTRAL Payments Company	Add School
SE A Global F ontact Us	Cancel NTRAL Payments Company Home	Add School
A Global F ontact Us elp	Cancel NTRAL Payments Company Home My Us	Add School
SE A Global P ontact Us elp ccessibili	Cancel Cancel Cancel Cancel Company Co	Add School



2. You can set one of your schools as the main school by selecting the Star in the drop down menu: The school will be displayed in the StudentPayPlus Parent Dashboard Header. When you click on the school it will show a list of all schools you have added and the main school will be marked with a Star.



3. Once you have added the school, you can link your child/children.



Funding your children's wallets

1. To add funds to your child/children's wallet, by clicking the 3 dots (ellipses), and selecting **Add Meal funds**:



2. Enter amount and card details, and address (you may need to scroll down the page if accessing through your mobile phone. You can set the card details as your primary billing account, which means it will be saved for future processing. Click Continue button.

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× Save time. Eliminate the hassle of manually adding funds over and over again. Set up AutoPay today. Set Up AutoPay
Cate Smith
BALANCE: \$0.00
SELECT \$0 \$10 \$20 \$35 Other
AMOUNT: \$0.00
Choose a payment method: 🕑
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Security Code
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			Total	20.30
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FAQs

To view our Frequently Asked Questions, visit our website: <u>https://www.studentpayplus.com.au/ver2/help/gethelp</u>