



## Peace Lutheran College New Tuckshop Online Ordering System

Dear Parents and Caregivers,

The following information has been prepared to assist you in setting up your online ordering system for the Tuckshop. Tuckshop online orders will be managed through the **My Student Account** website. This new system will be in use from the commencement of Term 3. This information is to assist you with the initial logging in and set up of your payment information.

### TO LOG IN TO YOUR ACCOUNT:

Visit website: <https://msa.plc.qld.edu.au>

Enter your **Username** and **Default Password**

**USERNAME:** Your username is your PLC Parent Code (eg: **TASS001**). You will find this code on your School Fees account. (*capital letters are required for the username*).

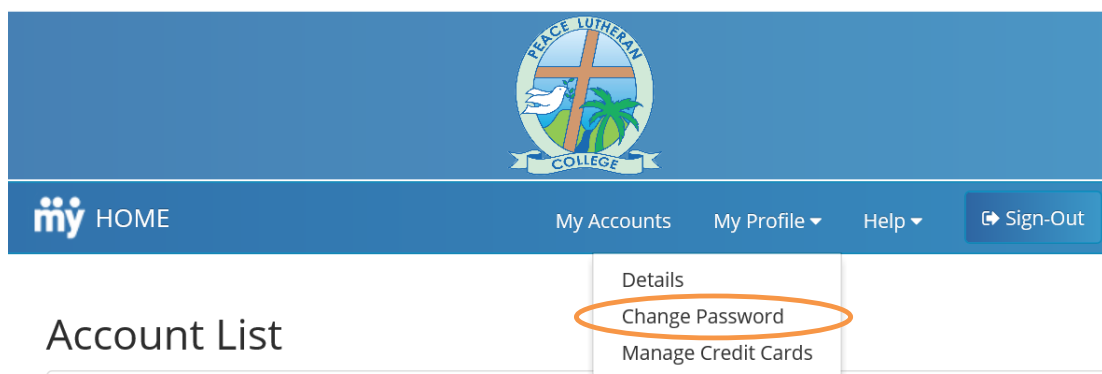
**DEFAULT PASSWORD:** **CanTeen**

**IMPORTANT:** Once you have logged in, please ensure that you change your password.

To change your password, click on **My Profile**



Click on **Change Password**

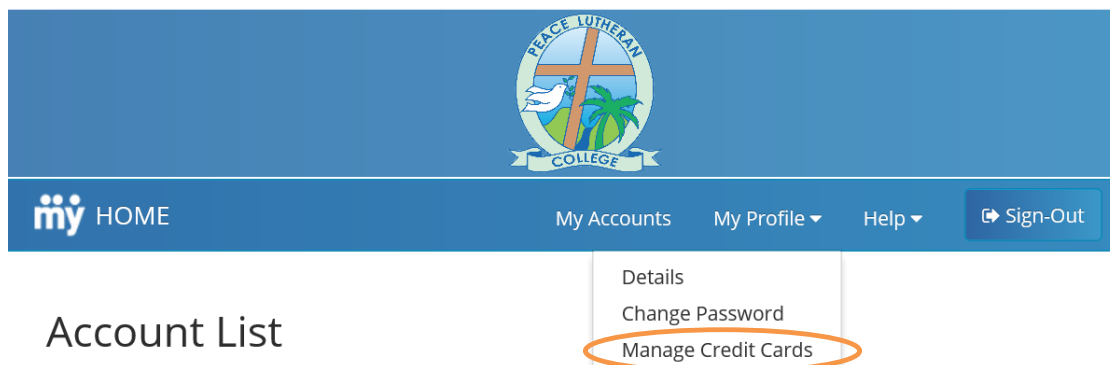


Account List

Once you have logged in and changed your password, please add your payment details.

Click on **My Profile**

Click on **Manage Credit Cards**



### VIEWING STUDENT DETAILS

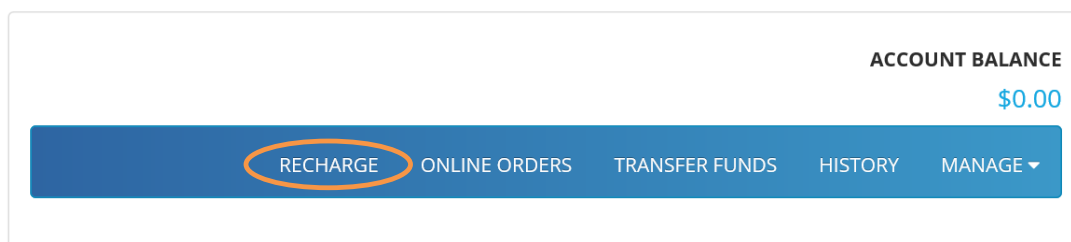
You should be able to view your students once you have logged into your account. If you have logged in and cannot view them, please contact [pa@plc.qld.edu.au](mailto:pa@plc.qld.edu.au) for assistance.

### WHAT DO I NEED TO DO TO ADD FUNDS TO OR TOP UP MY ACCOUNT?

Click on **My Accounts** and then Click on **Recharge**



### Account List



Choose your method of recharge (credit card or BPAY). Costs per transaction are:

Credit Card	BPAY
33c per transaction plus 1.5% credit card fee	\$1.30 per transaction (BPAY transactions can take up to 3 days to process)

**Minimum recharge amount: \$20**

### NEED HELP SETTING UP YOUR ACCOUNT?

- If you need any other assistance with navigating the site, please refer to the **HELP** section on the navigation tool bar of the My Student Account website.
- Assistance will be available to Parents and Caregivers at the **Parent Engagement and Showcase Evening** that will be held on Tuesday 23 July, 2019.