



Setting up a Flexischools account

If you do not have a Flexischools account, simply go to www.flexischools.com.au or download the Flexischools App and click **Register**. You will be sent an email with further instructions on how to complete the registration.

You can activate a student card during the registration by entering your **Student Card Number** in the field as shown below.

Note: This is located below the barcode on your student card.

Desktop View

Settings

The screenshot shows the 'Settings' page for a student card. It features three columns of input fields. The first column contains 'School name' (Test School), 'Year Level' (Staff), and 'Class' (STAFF). The second column contains 'First name' (Test) and 'Last name' (Student). The third column contains 'Student card number' (highlighted with a red box), a toggle for 'Give student their own login', and a 'Daily spend limit' field. At the bottom right, there are 'Remove Student' and 'Save' buttons.

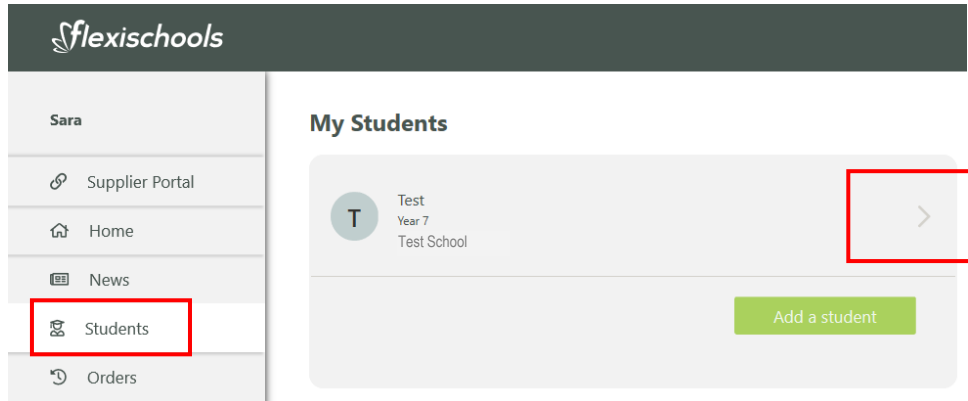
App View

The screenshot shows the 'Settings' page in a mobile app. It features three sections: 'School' (Test School, Year 7, Class 7BR), 'Personal' (First name, Last name), and 'Other' (Student card number, highlighted with a red box). Below the 'Other' section are a toggle for 'Give student their own login' and a 'Daily spend limit' field. At the bottom, there is a navigation bar with icons for back, home, chat, list, profile, and help.

Adding card payments to an existing Flexischools account

If you already have a Flexischools account, you can link a student card to your account by adding the card number to a student's details under 'Students' in your Flexischools account.

Desktop View



App View

If you are using the Flexischools App, click on the "profile" button at the bottom right and then click on "Students". Click on the student you wish to edit and press the edit pencil at the top right.

