

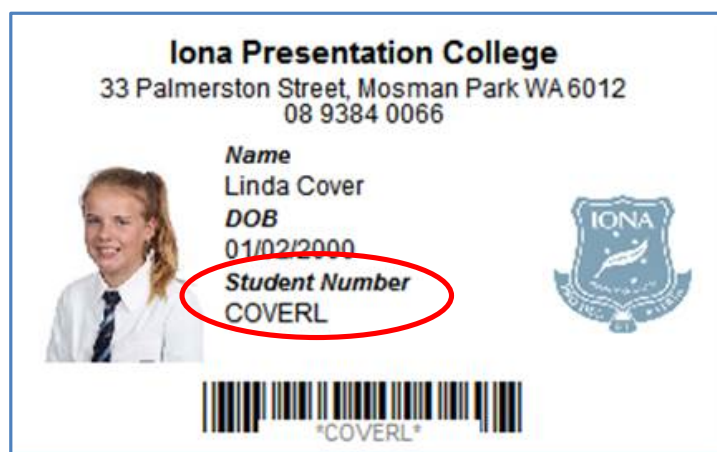
## Iona Flexischools Account Set-up

For Online Canteen & Uniform Shop Ordering and use on Iona Buses

### New Accounts

1. Go to the website [www.flexischools.com.au](http://www.flexischools.com.au)
2. Click Register
3. Enter your email address
4. You will then receive an email from Flexischools to an online form. Follow the link in the email.
5. Choose a username, password and complete the form
6. Add each student name, their class and their Student Number
  - a. The Student Number is on the front of their SmartRider Card next to the student's photo, and makes up the barcode on the SmartRider card. This barcode is also used by the Iona iCentre/Library to identify students when borrowing resources.
  - b. The Student Number is a set of letters not numbers. It is usually comprised the first 5 letters of the student's surname, and their initial: i.e. Linda Cover's ID is COVERL.

This code must be linked to the Flexischool account for the card to work.



7. Top up the account using Visa or Mastercard. It is highly recommended you set an automatic top up to ensure funds are always available, especially for regular users of the Iona school bus.
8. When you complete this, return to the home screen
9. Select Online Ordering for your daughter, or select Add a Student to add another student
10. When selecting Online Ordering, you will then be given options to order from the Canteen or Uniform Shop.
11. Bus Services only require you to have your daughter's Student Number in your account – there is no need to order Bus Services online.... that is done with your daughter's SmartRider Card on the bus.

### Troubleshooting

If you have any questions, Flexischools provide a great help desk on 1300 361 769, or you can contact them via their website. For replacement SmartRider cards, please go to the iCentre / Library Services front desk to order these. They cost \$10.