



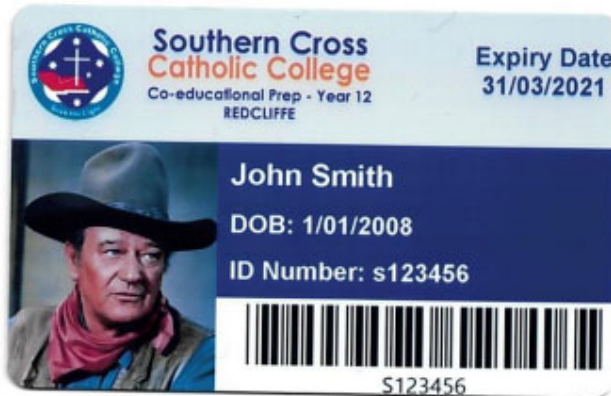
HOW TO SETUP TO USE FLEXISCHOOLS

STUDENTS: need to register their ID Cards AT the SCHOOL PRINTERS.

- 1) TAP the card on the Printers in either the library or Student Services
- 2) Enter your USERNAME and Password to register their ID CARD.

PARENTS then need to register with Flexischools. Either with the APP or the Website.

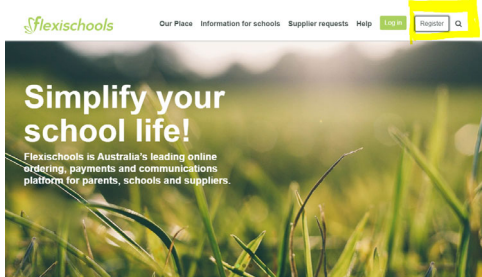
- To do this you will need the Student ID Number WITHOUT THE “s”
E.g. THE ID NUMBER on the CARD example above is “S123456”



- The ID Number to register with Flexischools is 123456
Simply REMOVE THE “S” and you have the Student Number to register with Flexischools.
- In the example above John Smith’s Student ID number is 123456

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.

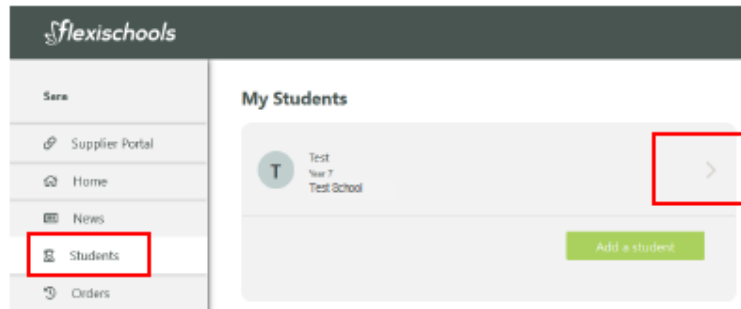
Desktop View

App View

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.

