#### **How to set up your Flexischools account**

##### **1. Download the app or access using their website**  [www.flexischools.com.au](http://www.flexischools.com.au)

* The Flexischools app is the easiest way to place online lunch orders

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##### **2. Register**

* Open the Flexischools App and **click 'Like to register?'** or on the homepage of the website [**click**](https://user.flexischools.com.au/register) **on register** (Top right corner).
* Submit your email address to create an account.
* Go to your inbox and open the registration email from Flexischools. Click on the link provided and follow the registration process, creating a password and completing your personal details.

##### **3. Log in to your Flexischools account and enter your child’s details**

* Once your account is set up, log into the Flexischools App or website.
* App: select the Profile icon on the grey navigation bar.
* App and Website: select ‘Students’ and 'Add a student'. Search for their school, year level, and class, and enter their details.

**4. Add a child’s student card**

* Select ‘Students’ and click on your child's name
* In the section ‘Student Card Number’ insert your child's student number
* Set your childs ‘Daily Flexischools Spend Limit’
* Save

**5. Other enquiries**

* Please refer to the Flexischools Website - Parents. [www.flexischools.com.au](http://www.flexischools.com.au)
* Here you’ll also find more instructions, information and ‘how to’ videos.