



Flexischools is an online payment system which operates at Villanova College for purchases and payments including the Tuckshop and Uniform Shop, either online or via a student's ID card.

### **Villanova College Tuckshop**

There are five point of sale terminals installed in the Villanova College Tuckshop where students are able to purchase items by swiping their student card. Parents are able to place daily spending limits on cards as well as monitor what has been purchased by logging into your account.

### **Creating an Account and Registering**

Follow the simple instructions below in order to create an account on the Flexischools website:

- Step 1:** Visit [www.flexischools.com.au](http://www.flexischools.com.au) and login to your Flexischools account via the My Account tab or Order Now tab. If you have not yet created an account, click REGISTER and follow the instructions
- Step 2:** Select the service from the list of your school's available options
- Step 3:** Select the items and quantities that you wish to order online
- Step 4:** Click 'Next: Check'
- Step 5:** Pay for your order using your Flexischools balance or simply pay for this order using a credit card or PayPal
- Step 6:** Confirm your 'order'
- Step 7:** Add a Student. Click on 'add a student.' The first step is to search for and select Villanova College. Enter Villanova College into the box and click the search button. Once you select Villanova, enter the student details and under Student class select 'NEW STUDENT.' Click the add student button
- Step 8:** Once you have created an account, it is a simple matter to link your son's Student ID Card (*ID Cards will be issued early in 2020*). You will also be prompted at the start of the new school year in January to change your student's class to the correct year level.
- Step 9:** Top-up the account - VISA, MasterCard or Direct Deposit.