



## My Student Account – Online Uniform Shop

*The following instructions help parents and students through the process of ordering from the Online Uniform Shop through My Student Account. Please use this to replace items during the year and sizes are known. This does not replace booking an appointment for the start of the year purchase of uniforms.*

To Access the My Student Account website, visit:

<https://msa.concordia.qld.edu.au/>

### Login to your Account

Your My Student Account (MSA) username will be the same email that you receive your 'Week Ahead' newsletter to.

Your MSA default password will be one that you have set. Please use the Forgot your password if you need to reset your password.

**Username:** your primary personal email (e.g. youremail@example.com)

**Password:** set by you – can be changed or reset via "Forgot your password?"

### My Student Account Sign-in

Username

Password

Remember me?

[➔ Sign-in](#)

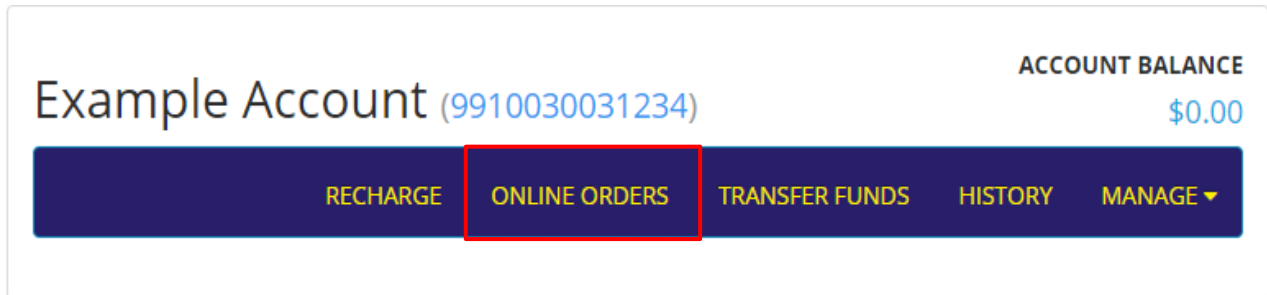
[Forgot your password?](#)

## Account Settings - Restrictions, Allergies, Payments and More..

To see information on these items and how to recharge your account please use the [My Student Account - Instructions for Parents](#). These notes can be accessed via your Parent Lounge account.

## Online Uniform Shop Orders

**Step 1:** Click on "ONLINE ORDERS" under the account you wish to order for.



**Step 2.** Select "Begin Order" from the Uniform Shop Online box in the main list.



**Step 3.** Select the Uniform Category you need by clicking on the small drop down arrows at the end of each box.



**Step 4.** Add items to your order and hit “Next” when all items are added.

**Step 5.** Review your order and “Edit” if needed, then click “Proceed to Payment”

UNIFORM SHOP ONLINEGRAND TOTAL

\$82.50

Item	Qty	Total Price
Bucket Hat - Altus House - (M/L)	1	\$20.00
School Bags - Omnipak - Large/Senior (Optional)	1	\$62.50
	<b>SURCHARGE</b>	<b>\$0.00</b>
	<b>TOTAL</b>	<b>\$82.50</b>

← Back 🛒

🛒 Proceed to Payment →

Note: If you have any duplicate or unwanted orders items, they can be deleted by clicking “Discard”. If you need to add more items click “Back”.

### For More Information

When signed into MSA, more information is available at: The [Knowledge Base](#) and [FAQ](#).