



MUNCHMONITOR REGISTRATION CAPALABA STATE COLLEGE FOR PARENTS/CARERS WITH STUDENTS ATTENDING BOTH CAMPUSES

Dear Parents/Carers

If you have students in both campuses at Capalaba State College you only need to register for one MunchMonitor account. **The fee charge only applies once to a family account each term.**

STEP 1 - REGISTRATION

Both campuses operate with different registration codes, complete the initial registration using the Parent Registration information provided for one of the campuses by following the steps listed.

STEP 2 – ADDING A STUDENT FROM THE OTHER CAMPUS

1. At the top of the Home Page please select the MY ACCOUNT dropdown box
Please select STUDENT PROFILE
2. Please select ADD NEW STUDENT (A message will be displayed **“You already have a student on your account. Are you sure you would like to add ANOTHER”?** Select OK)
3. Commence entering your new Student Profile details, halfway down the page on the left-hand side you will notice the area to select the School Name (Select the required school campus from the Dropdown list) **SEE EXAMPLE BELOW**

The screenshot shows a registration form with the following elements:

- School Name ***: A dropdown menu with 'Hazel Glen College - Junior' selected.
- Class ***: An empty dropdown menu.
- Instructions**: 'Enter the School ID and Password provided by your school to begin setting up your child profile.'
- School ID ***: A text input field with a placeholder 'Your School ID'.
- School Password ***: A text input field with a placeholder 'Your School Password' and a lock icon.
- Check**: A green button to submit the information.

CAPALABA JUNIOR SCHOOL

User Name capalabajunior

School Password munch4157

CAPALABA SENIOR SCHOOL

User Name capalabaseniior

School Password munch4157

4. After the school code is entered, select the **GREEN** check box and the school classes for the campus will appear on the right-hand side of the page. Once this step has been completed you can then complete the remainder of the new Student Profile and save it.

If you require assistance with your account setup, please contact MunchMonitor directly at help@munchmonitor.com or by phone 1300 796 190.