



My Moneta

MONITOR

Parent Instructions

St Ursula's College is pleased to announce a new partnership with Monitor as we install the Monitor School System in our College Tuckshop.

Cash Free Campus

Existing Student ID cards will be securely linked to your My Monitor account to make cash-free purchases, so that a 'scan' process simplifies purchases at point of sale. Students can also manage their accounts by checking the available balance with the Monitor website. There are no bank charges involved in adding funds to your My Monitor account or when making purchases using your account.

My Monitor Account

Access your account at your convenience via the secure online portal on any of your devices. Parents can set spend limits, automatic top-ups and notifications, as well as having the ability to lock funds from the card.

How to Set Up your Account and Add Funds for Purchasing at Tuckshop

The next step is setting up your parent and student account in My Moneta (My Monitor).

You will soon receive an email from Monitor which will contain the URL of the secure site (<https://suc.st-ursula.qld.edu.au/mymonitor/>), your email address on record that will be used as the account user name, and a temporary password.

Change Temporary Password

We recommend that you switch to "Desktop Version" on your device to 'Change Your Settings'. Make sure you change this temporary password by going into 'Change Your Settings'. You can save this site to your favourites or there will be a link from the College website that will take you directly there.

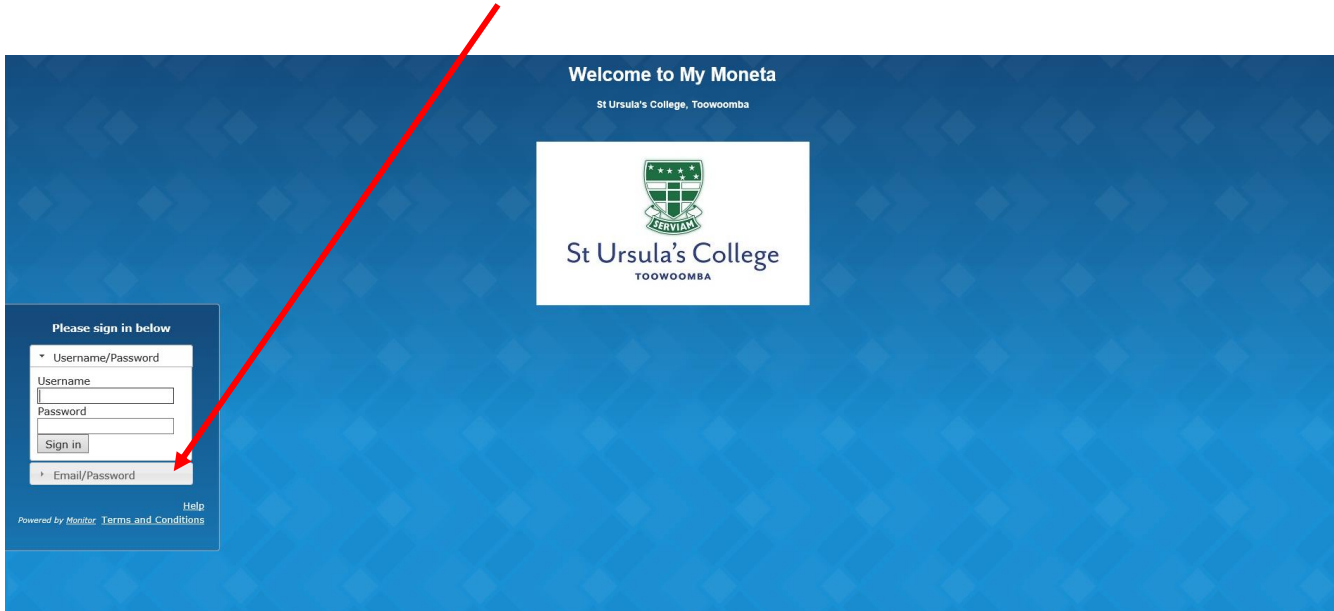
If you do not receive the email, please check your junk mail.

The following pages outline the steps you will go through with screenshots to familiarise you with the site.



1. Use your email address as your user name and the temporary password issued to log in for the first time. Click on Email/Password and enter your details.

Do not enter in Username/Password area.





- This is the My Moneta (My Monitor) online account and will already show the daughter/daughters you have at the College.



- Click on Change Your Settings to change your password. If you cannot see this as an option, click on Desktop Version. The Desktop Version can be viewed clearly on all devices.
- From this main page you have a number of options.

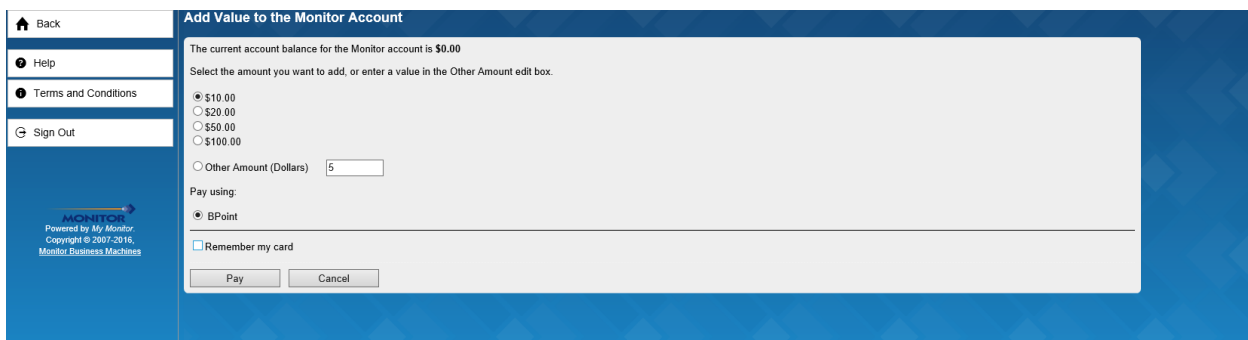


Let's start by **adding value to the account**. These are the funds that will be available for your daughter to use to make purchases at the Tuckshop using their Student ID card.

Click the 'Add Value' button to begin. If there are two or more daughters at the College, you will need to repeat this step for each daughter, or refer to instructions on how to transfer value.

- Choose your amount and/or enter a different amount and click 'Pay'.

The "Pay Using BPoint" will be selected. This is the payment gateway the College utilises to receive the money. You have the ability to store your credit card details, however this is not a compulsory requirement. Should you wish to store details, click "Remember my card" box.



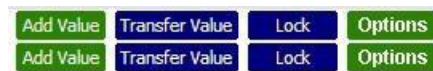


6. Enter the details for your credit card.

Once you have hit 'Pay' please wait for it to produce the receipt. **Please push the Pay Button only once.** The payment process may take a few moments. A receipt will appear on your screen if your payment is successful.

Once you have paid, you can return to your Home screen by selecting "Back" and the balance for your daughter will appear.

When you go back to the account page you will see the funds already available. If you have more than one daughter at the College there will be a 'Transfer Value' button allowing you to move funds from one student to another.



7. Using the 'Options' button you will find four tabs.

- **Low Balance** – allows you to set a notification email when the account drops below a specified level.
- **Dietary Needs** – please disregard this tab as we currently do not have online ordering available for this request.
- **Spending Limits** – set a dollar limit on spending based on a daily, weekly or monthly level. **From the main page you can view statements** and see exactly how much is being spent and on what.
- **Transfer Funds** – enable or disable the ability to transfer funds between accounts.



If at any time you need extra assistance click 'Help' from the main page. You can send us an email with a specific question or click 'Online Help' to be taken to a comprehensive list of Help topics that will assist with most queries.

Help and Support

If you are having a problem or would like more information about My Monitor, you can consult the online help.

[Online Help](#)

If you cannot find an answer to your question, you can send us an email using the form below. We will get back to you as soon as we can.

Student / Staff Name
Test Two Child ▾

Your Email Address

Message

My Monitor Online Help

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1 Product Overview

My Monitor provides a web-based interface to Supervisor Net accounts. The web site user can use the site to query and manage Supervisor Net accounts. The site offers the following facilities:

- See the balance of all accounts belonging to one or more Supervisor Net system users.
- Add money to accounts using a secure credit card payment system.
- Transfer money between accounts.
- Pay fees on library or school management systems.
- Set spending limits for an account.
- Configure low balance notifications.
- Generate detail and summary reports.
- Receive reports automatically on a daily, weekly, or monthly basis.

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Please contact our Accounts Team should you require further assistance – accounts@st-ursula.qld.edu.au .