

MUNCHMONITOR ACCOUNT SET UP

1. Go to www.ccas.nsw.edu.au and click on the MunchMonitor icon
 - i. Enter Username: ccas
 - ii. Enter Password: munch2250Remember to enter these in *lowercase*. Click the 'login' button.
2. A new page will open. Click the 'Sign Up' link to create your account.
3. Now enter your details in the space provided and read the Terms of Use. When ready click 'Create Your Account'. An important email from MunchMonitor will be sent to your email address in the next few minutes.
4. Next, open your email program and locate the email from MunchMonitor.
NOTE: Occasionally these emails are treated as 'junk' mail so please check your junk mail folder if you cannot locate it. Click the activation link to confirm your email address with the website.
5. Now you will be returned to MunchMonitor where you can enter your own Username (your email address) and Password in space provided to login. Click 'Activate My Account'
6. Welcome to the MunchMonitor home page! Click the 'Create a Parent Profile' box (Step1). Enter information about yourself to set up your Parent Profile and then Save your profile
7. Click the 'Add Your Students' box (Step2) to set up a Student Profile. Enter information about your Student and then save the profile.
8. If you would like to add another Student to your account click 'Add New Student Profile' and repeat step 10. ...OR, If you are ready to transfer money into your account click 'Account Top Up' (or the Step3 box)
9. On the Account Top Up page, click the amount you would like to transfer then click the 'Account Top Up' button. You will be transferred to the ANZ secure eGate site to enter your credit card details. MunchMonitor does not obtain any credit card details for any transaction. When you top up your account, your transaction is being process using ANZ's secure online facility.
NOTE: If you do not wish to use your credit card you can top up your account with cash at the Admin Office.
10. Click either VISA or Mastercard. Enter your credit card information and click 'Enter Payment'
11. Once your payment has been processed at ANZ you will be redirected back to MunchMonitor. Click 'Continue'
12. You're account is now fully set up and you're ready to Order online! On the 'ORDER MEALS' page:
 - i. Select the 'STARTING WEEK for your Order
 - ii. Click the day of the week (eg. TUESDAY) to view the daily menu available
 - iii. Select the quantity for each item you wish to order
 - iv. When ready, click 'SUBMIT ORDER' to send your order to the canteen

NOTE: Each time you wish to place an order go to www.ccas.nsw.edu.au, click on the MunchMonitor icon and log in using your **own** Username (email address) and Password (not the "ccas" Username from step1).

If you require further help email help@munchmonitor.com

FREQUENTLY ASKED QUESTIONS

What is Snack Money?

Snack Money is an optional daily spend allowance for each child on your account. Your child can then purchase at the canteen window without using cash, spending up to the dollar amount specified on their profile and only on the days of the week chosen. Students scan their student cards to make 'cashless' purchases at the canteen. All sales will appear in your transaction reports.

NOTE: Snack Money is currently not available for students at Central Coast Adventist School

Can I still use cash at the canteen?

Yes. Cash is still accepted at the canteen and if you wish you can still write out a brown paper bag, find loose change in the morning and deliver it to the canteen to place your lunch order; but you will have no record of purchase, no ability to control allergens, banned items, or daily spend limits, and you may not receive the change.

What if I don't want to use online credit card top-ups for my account?

You don't have to top up your account online; you may simply go to the Admin Office and, using cash, ask the Accounts Department to top up your account.

What if I don't have Internet access or don't want to participate?

If you don't have internet access at home you may be able to set-up an account at your workplace. If you don't want to use MunchMonitor, that's fine too, you can continue with the existing system of cash and writing out paper bags. However, MunchMonitor really helps increase the efficiency at the canteen and saves you time, so why not give it a go and see how easy it is?

How much does it cost?

MunchMonitor is available for FREE during TERM 3. After that, it will only be \$2.50 per Parent Account per term (irrespective of the number of students on your account or how often you order). You can cancel at any time & there are no other fees to use this service. Full details are available in the Terms of Use on the MunchMonitor website.

Need more information?

Go to www.ccas.nsw.edu.au, click on the MunchMonitor icon and, enter the generic Username "ccas" & Password "munch2250" & click the "FAQ" button for answers to Frequently Asked Questions. Alternatively, ask us a question at help@munchmonitor.com