

PARENT SELF SIGN-UP GUIDE

STEP 1

Browse to your school's CDFpay portal. This portal can be found on your school's website, recent newsletter or email communication. Select 'New Parent Account':

Welcome to our Online Ordering Portal

Online Store - Authentication Options

Email & Password >

New Parent Account >

CDF COLLEGE

STEP 2

Enter your Full Name, Email and desired Password:

Cancel New Parent Details

Name John Smith

Email a2085070@mvrht.net

Password

Password Again

Next

STEP 3

You must now locate the email that has been sent to you to confirm your email address:

Cancel Email Verification

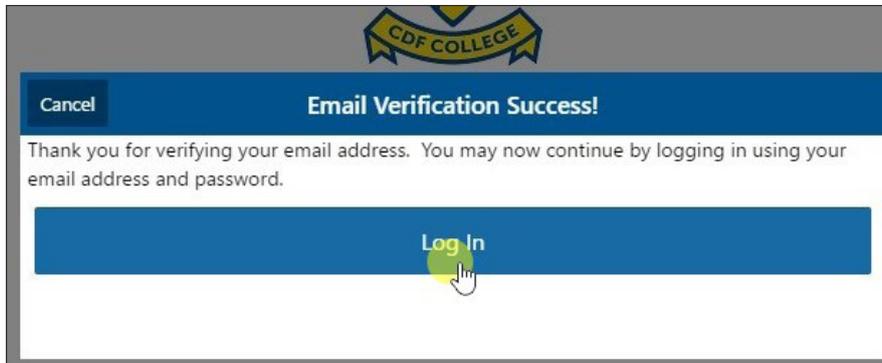
You have been sent an email with a link back to this shop. Please check your email and click the verification link provided. If you do not receive an email, please check your spam folder.

OK

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STEP 4

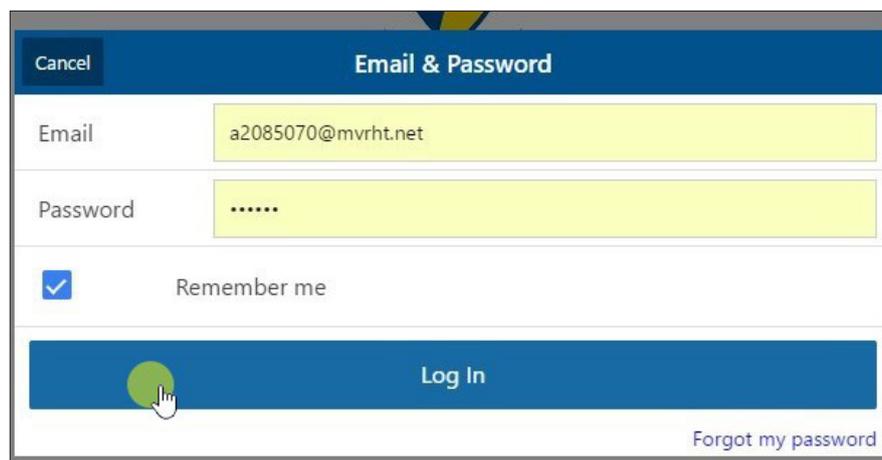
Click the link in the email to verify your email and navigate to the login page:



The screenshot shows a web interface for CDF College. At the top, there is a blue header with a "Cancel" button on the left and the text "Email Verification Success!". Below the header, a message reads: "Thank you for verifying your email address. You may now continue by logging in using your email address and password." At the bottom of the form, there is a large blue button labeled "Log In" with a mouse cursor hovering over it.

STEP 5

Login using your Email address and Password:

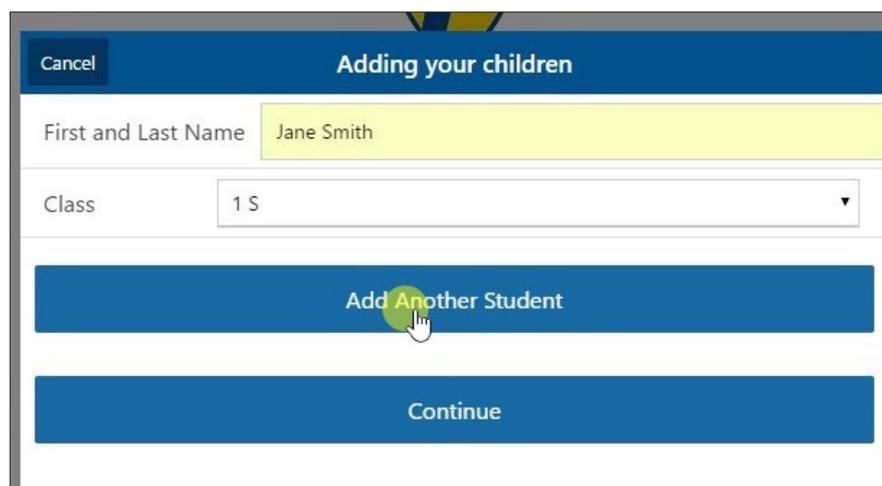


The screenshot shows a login form titled "Email & Password". It includes a "Cancel" button in the top left. The form has two input fields: "Email" with the value "a2085070@mvrht.net" and "Password" with masked characters ".....". Below the password field is a "Remember me" checkbox that is checked. At the bottom, there is a large blue "Log In" button with a mouse cursor hovering over it, and a link for "Forgot my password" in the bottom right corner.

STEP 6

To begin adding your students; type their Full Name and select their Class from the list provided.

NOTE: If the Class is incorrectly selected, we won't be able to find your student. Please make sure this information is correct. If you are unsure of one of your student's classes, you will be able to add them to your account later.



The screenshot shows a form titled "Adding your children". It has a "Cancel" button in the top left. The form contains two input fields: "First and Last Name" with the value "Jane Smith" and "Class" with a dropdown menu showing "1 S". Below the form, there are two large blue buttons: "Add Another Student" with a mouse cursor hovering over it, and "Continue" below it.

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STEP 7

Add the other students, then press 'Continue'.

NOTE: depending on your device you may have to press 'Continue' twice.

Cancel Adding your children

Child Jane Smith added.

First and Last Name James Smith

Class 3 F

Add Another Student

Continue

STEP 8

Now you are logged in and ready to order. Select your student from the list to begin.

James Smith Jane Smith

Select a child

ADDING STUDENTS TO YOUR ACCOUNT AFTER SET-UP

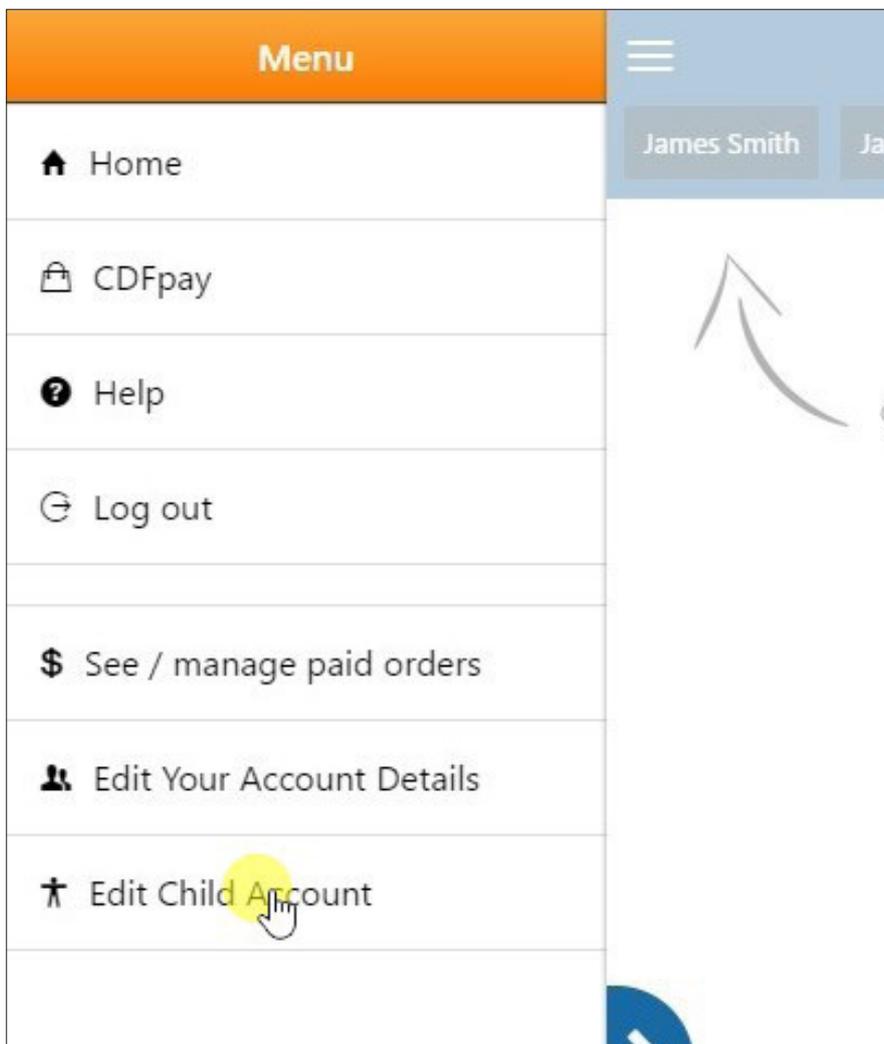
STEP 1

Open the sidebar menu by clicking the '3 bars' icon in the top left:



STEP 2

Select 'Edit Child Account' from the menu:



ADDING STUDENTS TO YOUR ACCOUNT AFTER SET-UP

STEP 3

Select 'Add Another Student' or edit/remove current students:

Children's Details

Cancel

First and Last Name James Smith

Class 3 F

Remove

First and Last Name Jane Smith

Class 1 S

Remove

Add Another Student

Finish

STEP 4

Click 'Finish' to finalise, then 'Cancel' to go back to ordering:

Children's Details

Cancel

First and Last Name James Smith

Class 3 F

Remove

First and Last Name Jane Smith

Class 1 S

Remove

First and Last Name Joshua Smith

Class 4 F

It has been confirmed that you are the parent or guardian of Joshua Smith.

Remove

Add Another Student

Finish

EDITING YOUR PARENT ACCOUNT DETAILS

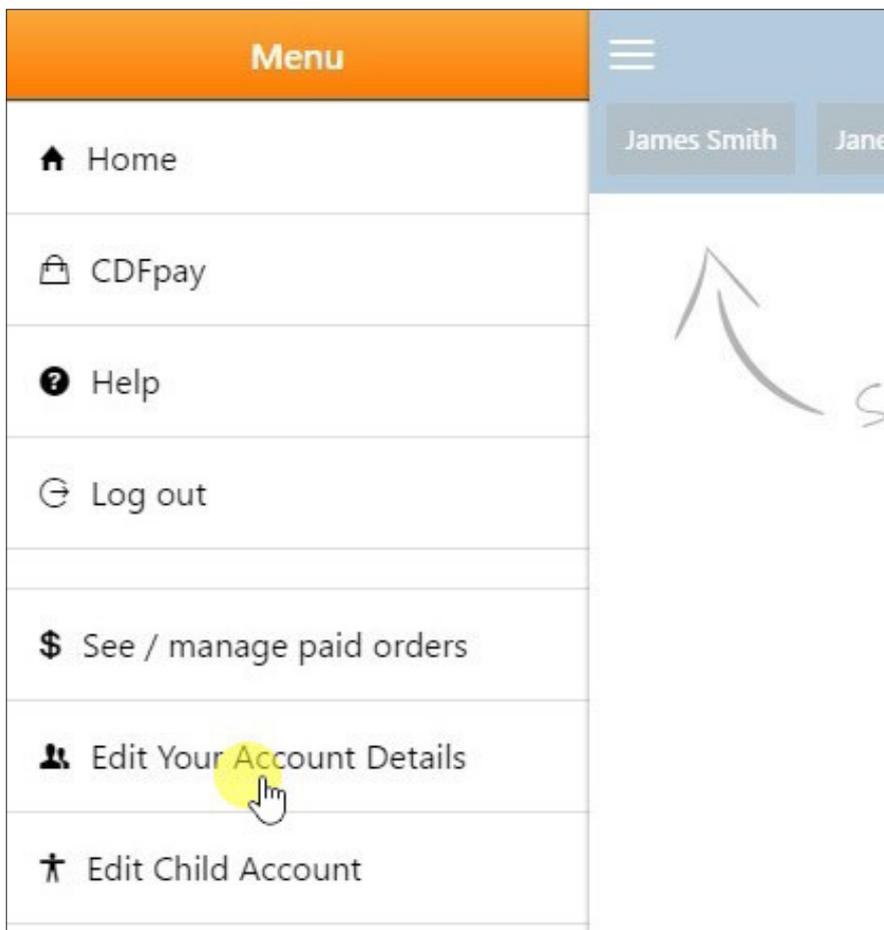
STEP 1

Open the sidebar menu by clicking the '3 bars' icon in the top left:



STEP 2

Select 'Edit Your Account Details' from the menu. Adjust your details in this window and click 'OK' to save.



VIEW / CANCEL PREVIOUS ORDERS

STEP 1

Open the sidebar menu by clicking the '3 bars' icon in the top left:



STEP 2

Select 'See/Manage Paid Orders' from the menu.

This will allow you to see what orders are lodged against your linked students. It will also allow you to cancel a paid order to receive a refund automatically.

NOTE: refunds will be processed onto the student's account. These funds can be used for a future order. Refunds are not issued onto credit cards or into bank accounts.

