

Online Payments for the Rosebank Uniform Shop (Student)

Last Updated: 21/03/2022

Overview

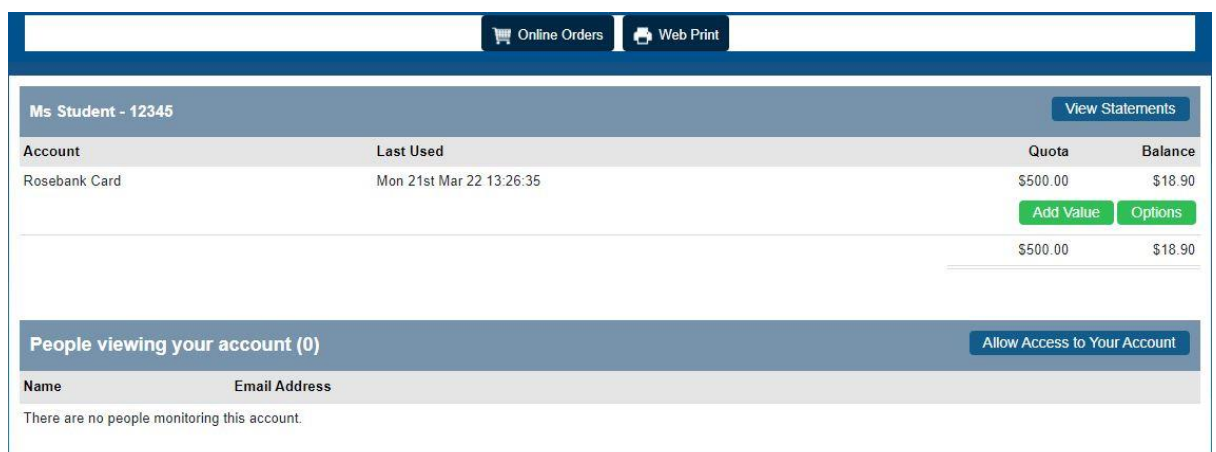
Use this document for students to purchase items at the Uniform Shop using the online ordering system.

Procedure

1. Go to <https://portal.rosebank.nsw.edu.au/student/> and login using your credentials.

Click on the Cafeteria and Online Payments icon on the portal. 

2. Make sure you have money on your account by checking your balance. You can click add value and add money using a credit card.



Ms Student - 12345		View Statements	
Account	Last Used	Quota	Balance
Rosebank Card	Mon 21st Mar 22 13:26:35	\$500.00	\$18.90
		Add Value	Options
		\$500.00	\$18.90

People viewing your account (0)		Allow Access to Your Account
Name	Email Address	
There are no people monitoring this account.		

3. Towards the middle-top of the screen, click on **Online Orders** to make an order



4. Select Uniform Shop from the shop list



5. You must now select the item you wish to order

- > ACCESSORIES
- > ACCESSORIES (HAIR)
- > BAGS
- ▼ SPORTS UNIFORM

BOYS POLO SHIRT
\$35.00 +

Cancel **BOYS POLO SHIRT**

Please choose from one of the following

- SIZE 10C (\$35.00) >
Stock : 5
- SIZE 12C (\$35.00) >
Stock : 18
- SIZE 14Y (\$35.00) >
Stock : 15
- SIZE XS (\$35.00) >
Stock : 1

6. Enter your details

[Cancel](#) **Uniform Shop**

Please Enter Your Details Below

Parent Name *

Parent Phone Number *




OK

7. This will take you to the shopping cart as below. Select Summary & Checkout

Uniform Shop - Shopping Cart

Uniform Shop

POLO BOYS SIZE XS \$ 35.00

Parent Name: Ms Student
Parent Phone Number: 0400 123 456

Shop	Items in cart	Price
Uniform Shop	1	\$35.00
Grand total	1	\$35.00

Summary & Checkout

8. Select **Pay**, and follow the prompts:

Uniform Shop

POLO BOYS SIZE XS \$ 35.00

Parent Name: Ms Student
Parent Phone Number: 0400 123 456

Grand total: \$ 35.00

9. If you would like to clear the shopping cart, go to summary & checkout and then cancel and clear cart

Please confirm

Do you want to clear all items from your cart?