

Online Payments for Rosebank PACE

Last Updated: 30/03/2022

Overview

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

Procedure

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

Click on the 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.

The screenshot shows the user's account page. At the top, there are links for 'Online Orders' and 'Web Print'. The user's name 'Natasha Moradnoori - 43317' is displayed, along with a 'View Statements' button. Below this is a table with columns for 'Account', 'Last Used', 'Quota', and 'Balance'. The table shows a 'Rosebank Card' with a last used date of 'Tue 3rd May 22 14:14:00', a quota of '\$500.00', and a balance of '\$3.90'. There are 'Add Value' and 'Options' buttons. At the bottom of the table, the total quota is '\$500.00' and the total balance is '\$3.90'. Below the table, there is a section for 'People viewing your account (0)' with an 'Allow Access to Your Account' button. A table with columns 'Name' and 'Email Address' is shown, with the text 'There are no people monitoring this account.'

3. Click on Online Orders
4. Select a shop, PACE

The screenshot shows the 'Welcome to our online ordering system' page. It has a dark blue header with the text 'Welcome to our online ordering system' and 'Please select a shop'. Below the header is a list of shops, each in a light blue box with a right-pointing chevron icon:

- Uniform Shop
- Cafeteria
- ICT Support
- Courses
- Camps and Tours
- Events
- Ministry
- Other
- PACE

5. Select one of the activities from the list




ACTIVITIES	
ARCHERY \$140.00	+
ICE SKATING \$110.00	+
LASER TAG \$140.00	+
ROCK CLIMBING \$190.00	+
SKATEBOARDING \$160.00	+
TEN PIN BOWLING \$130.00	+

6. Select Summary & Checkout

PACE - Shopping Cart

PACE

TEN PIN BOWLING \$ 130.00

Shop	Items in cart	Price
PACE	1	\$130.00
Grand total	1	\$130.00

[Summary & Checkout](#)

7. Select Pay

Order summary

- ▼ PACE \$ 130.00
- ▼ Natasha Moradnoori \$ 130.00
- ▼ Tuesday 3 May 2022 \$ 130.00

PACE

TEN PIN BOWLING \$ 130.00

Grand total: \$ 130.00

8. Then confirm

Online Orders Checkout

Order total \$130.00

Total to pay \$130.00

Money will be taken from the selected accounts in the order they are listed on this page.

Either Pay With In-house account	Balance	Quota
<input checked="" type="checkbox"/> Natasha Moradnoori - Rosebank Card account	\$3.90	\$0.00

\$126.10 must be paid using an online payment method.

Or Pay Directly With Online Options

Pay by Credit Card
