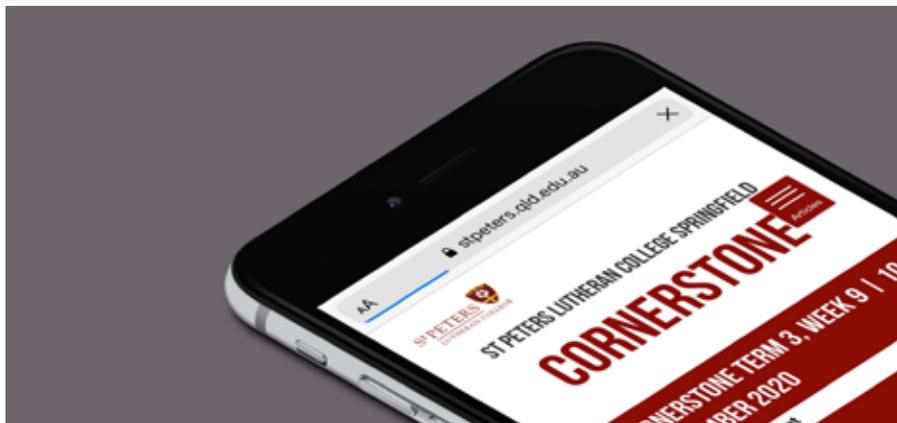
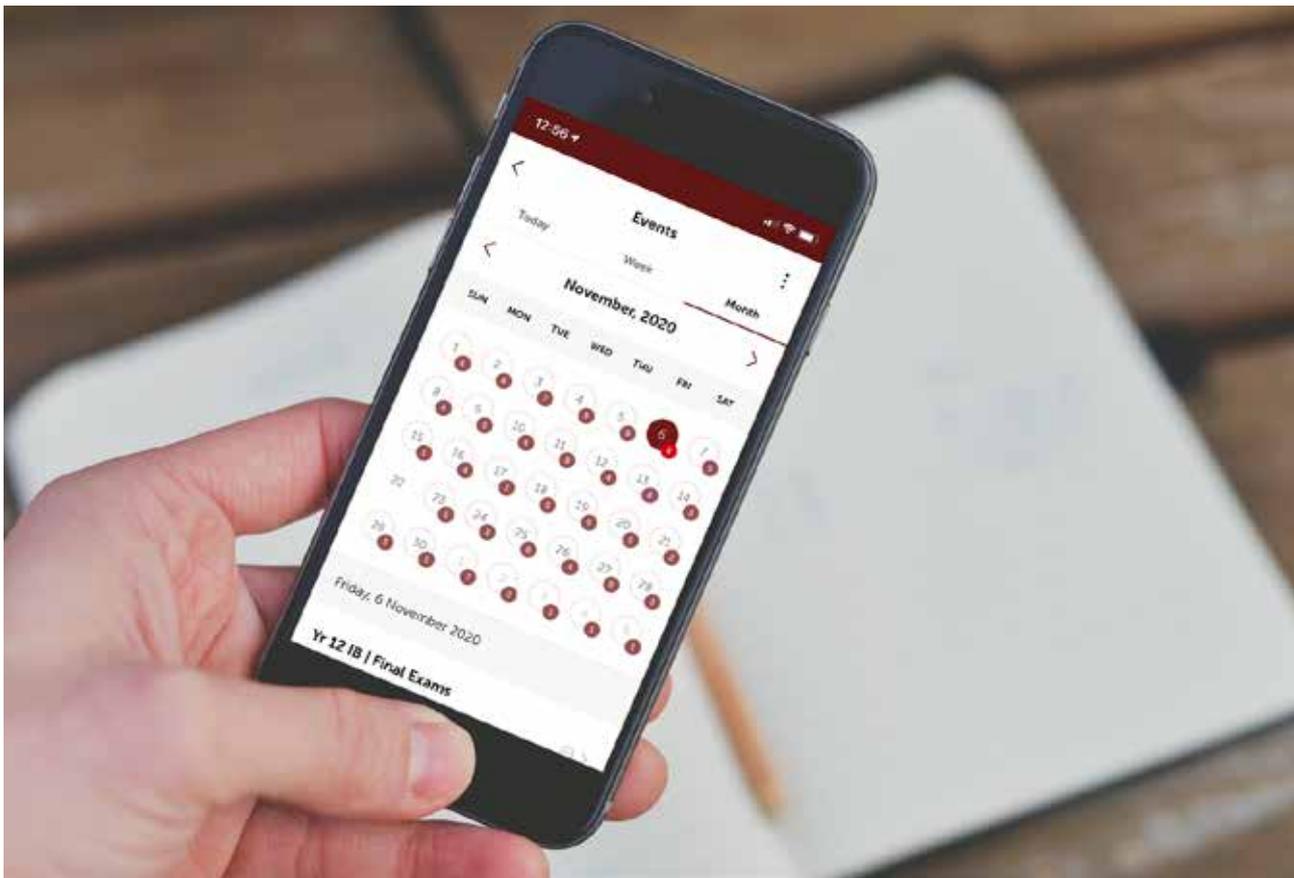


Quick Guide to St Peters Online





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St Peters Website

stpeters.qld.edu.au

USEFUL LINKS:

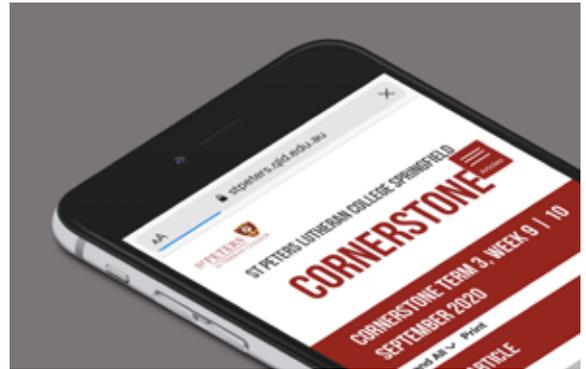
- Payments
- Calendars
- Contact
- Sub-school and Academic information



Cornerstone online

stpeters.qld.edu.au/springfield/news-events/newsletter

Cornerstone is the weekly newsletter for St Peters Springfield, published term-time.



St Peters School App

The App is available as a free download for IOS and Android users.

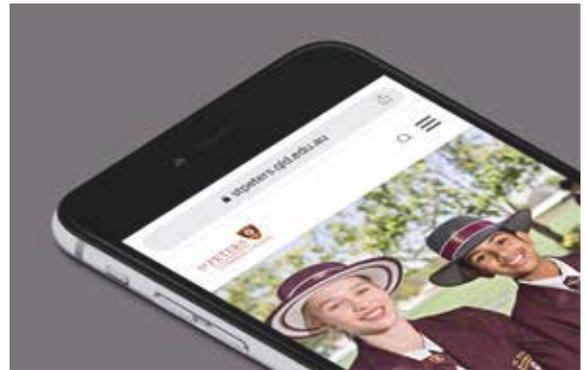
- download from App Store
- download from Google Play



2023 Fee Schedule

www.stpeters.qld.edu.au/springfield/enrol/fees-schedule

You can access the current Fee Schedule via our website.



My St Peters

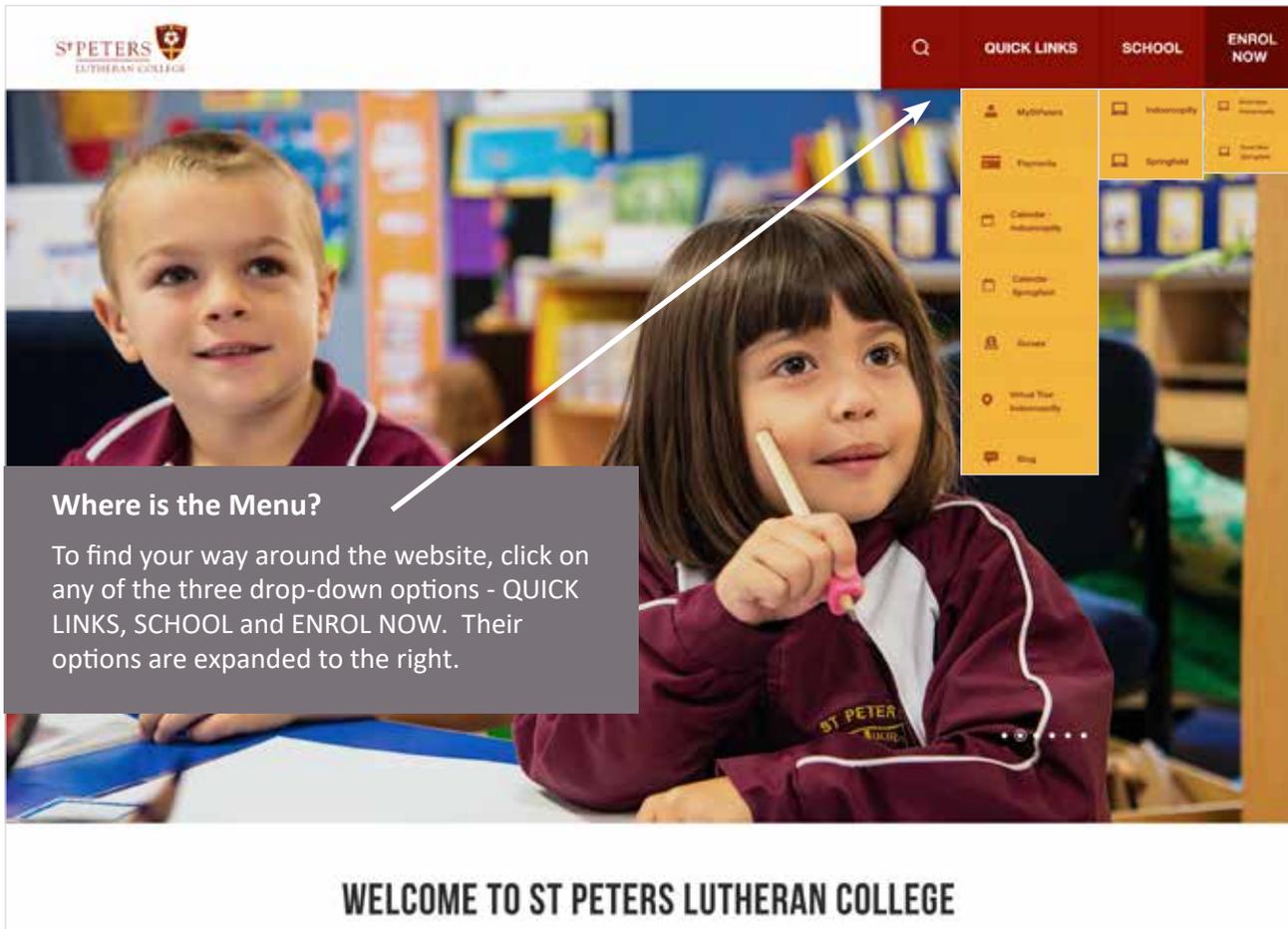
mystpeters.com

myStPeters is a gateway portal. You will find all the links you'll need as a parent, staff member or student here.



St Peters Website

STPETERS.QLD.EDU.AU



QUICK LINKS

- myStPeters (parent portal)
- Payments
- Calendar - Indooroopilly
- Calendar - Springfield
- Donate
- Virtual Tour Indooroopilly
- Blog

SCHOOL

- Indooroopilly
- Springfield

ENROL NOW

- Enrolment Indooroopilly
- Enrolment Springfield

SPRINGFIELD SCHOOL

Home page with information about the College, quick links to a contacting us, enrolling, the school prospectus and, sub-schools.



Questions and Feedback Please email springfield@stpeters.qld.edu.au

What's on the School App?

ALERTS

You can receive notifications each time an alert notice is published to inform you of any urgent or important information.

SPORT

View Sport draws and notices and wet weather notifications.

MUSIC

Access Ensemble timetables and information about Music Concerts.

NEWSLETTERS

Cornerstone newsletter is published weekly term-time to the App.

CALENDAR

College events are at your fingertips. With one touch, find out what's on today, this week or for the month ahead.

BOOK EVENTS

Book or RSVP online to College events.

CONTACT

Call and email important College contacts straight from the App.

MAP

View campus map for Springfield

LINKS

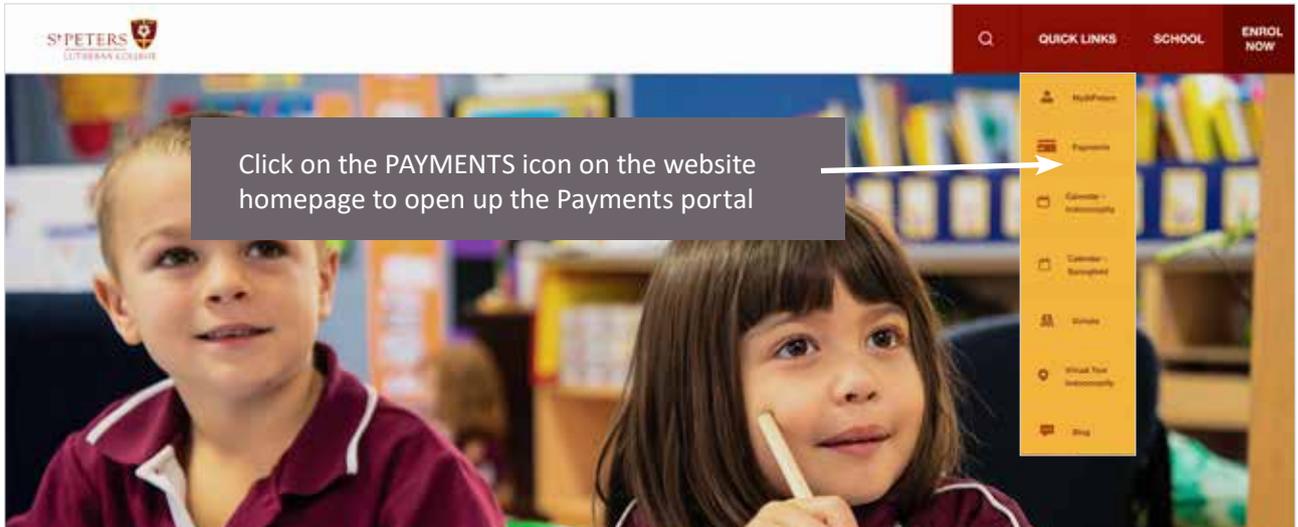
Helpful links to Firefly, the St Peters website, Online Payments and social media.

SETTINGS

In Settings you can choose to receive specific information using the Subscriptions option and to configure your notifications. Here you can select the Springfield Campus meaning you will only receive notifications specific to our school. You can also select further areas of interest e.g.Sport



Making Online Payments



HOW TO PAY TUITION FEES

Visit stpeters.qld.edu.au

From the Payments portal homepage choose:

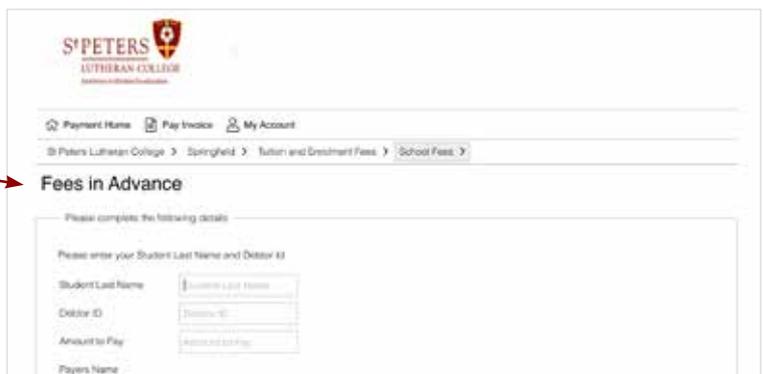
Springfield



Tuition and Enrolment Fees



Payments in Advance
(to make tuition fee payment in advance of their due date)



FAQs Online Payments

HOW DO I MAKE A PAYMENT?

From the website: Visit stpeters.qld.edu.au and click on the **Payments** icon.

From the portal: mystpeters.com. Click on **Make a payment**.

WHAT PAYMENTS CAN I MAKE?

TUITION FEES

You can pay tuition fees and fees in advance for the Springfield School.

OSHC AND VACATION CARE PAYMENTS

You can pay OSHC fees and Vacation Care payments e.g. excursions, incursions etc.

WHAT DETAILS DO I NEED TO MAKE A SCHOOL FEES PAYMENT?

You will need to enter your Debtor ID number and your child's last name.

WHEN I ENTER MY DEBTOR ID AND MY CHILD'S LAST NAME WHEN MAKING A SCHOOL FEES PAYMENT, A MESSAGE SHOWS UP 'WARNING-ITEM NOT FOUND'.

To obtain the amount owing on your school fees account, please press the Tab button and not the enter button when entering your child's last name. If you are using an IOS browser, you can use the Go key.

WHY DOES MY DEBTOR ID NOT WORK?

When prompted to enter your Debtor ID, please note that this five or six digit number is shown on your school fees statement at the top of the payment slip. This number is different to the 6 digit BPAY reference number you used to make payments on the old online payments system.

CAN I MAKE A PAYMENT TO MY SCHOOL FEES ACCOUNT IF THE ACCOUNT IS IN CREDIT?

Yes, by clicking **Springfield > Tuition and Enrolment Fees > Fees in Advance**.

OTHER FEES PAYMENTS

From the Payments homepage, choose Activities - Springfield to pay for excursions, formals, Duke of Edinburgh, subject resources etc.

OTHER PAYMENTS

You can pay for selected events and tours and student activities at either Indooroopilly or Springfield schools.

DONATIONS

Making an online donation to the St Peters Future Fund is simple. From the Online Payments homepage, select Donations / St Peters Future Fund Donations and choose Indooroopilly, Springfield or Ironbark donations.

WHEN I USE THE BACK BUTTON ON SOME WEB BROWSERS, A MESSAGE IS SHOWN THAT THE WEBPAGE HAS EXPIRED.

PAYMENT SLIP <small>Remember your payment please have all this slip and return with payment.</small>		DEBTOR ID XXXXX	
SAMPLE ONLY		ACCOUNT NAME Sample	
		ACCOUNT DATE 21/08/2017	
PAY BY PHONE: 1300 309 046		TOTAL \$4,701.00	
PAY BY INTERNET: www.stpeters.qld.edu.au		DUPLICATE DATE October 06, 2017	
 Bill Code: 202064 Ref: XXXXX			

If you wish to go back to a previous payment page, you should use the links shown under the heading St Peters Lutheran College eStore rather than the back button.

WILL I BE PROVIDED A RECEIPT FOR MY PAYMENT?

Include your email address when you're entering payment details and a receipt will be emailed to you.

IS IT SAFE FOR ME TO MAKE AN ONLINE PAYMENT THROUGH ST PETERS WEBSITE?

Yes. Your online transactions are secure. We protect this information using a GeoTrust RapidSSL Certificate. This ensures your information is safely encrypted.

IS THE CREDIT CARD INFORMATION SECURE?

Yes. St Peters does not store, process or transmit

cardholder details at any stage during the payment transactions. All card information is posted directly to the National Australia Bank NAB Transact Payment Gateway. This gateway meets the Payment Card Industry Data Security Standards (PCI-DSS).

QUESTIONS AND FEEDBACK

Should you have any questions regarding any type of payment, please contact the Finance Office by phone 07 3470 3888 or email sfaccounts@stpeters.qld.edu.au.

How to access Year Level Contacts

On occasion, parents may wish to contact other families in our community e.g. invitations to events, birthday parties etc.

Log into www.stpeters.qld.edu.au.au.

Click on myStPeters



Click on Community Portal



Click on Parent Directory



Tick the boxes you would like to share to the year level community.

Class Contacts for Joe Bloggs

Share my contact details with **Joe Bloggs** peer year group

<input checked="" type="checkbox"/> Email	joebloggsnr@gmail.com	You will only contact details you make share. Your contact will such a ti change. Plea
<input checked="" type="checkbox"/> Mobile Phone	0412 123 456	
<input type="checkbox"/> Home Phone	07 3123 4567	
<input type="checkbox"/> Home Address	123 Fiction St, Indooroopilly QLD 4068	

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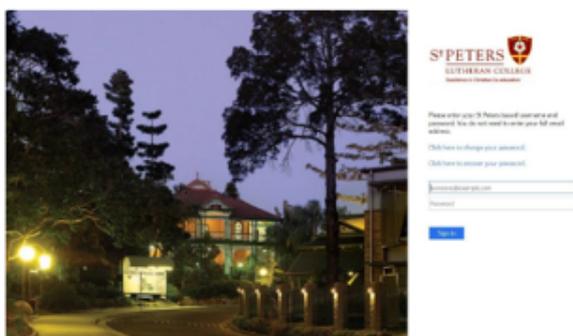
After you have ticked these boxes you will have access to all the other parents who wish to share their information in your child's year level. A drop down box will appear with contact details in it.

Topping Up My Student Account

LOGGING INTO MYSTPETERS

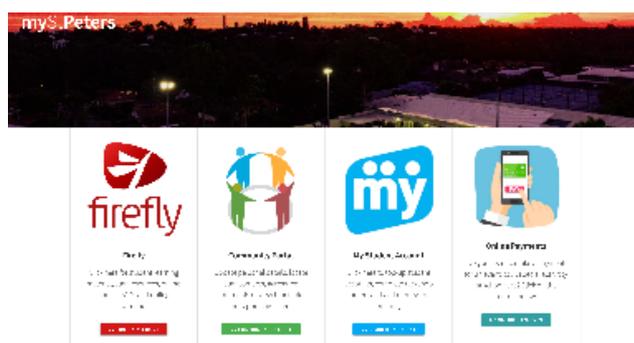
To use myStPeters, first locate the quick links icon on the top righthand corner of the St Peters website, or visit: <https://mystpeters.com>. You will then see a screen like the image below. This will prompt you to enter your St Peters issued username and password.

Note: your username is your College supplied numeric ID, not your email address. If you do not know your username and password, there are now reset and recovery tools available on this page.



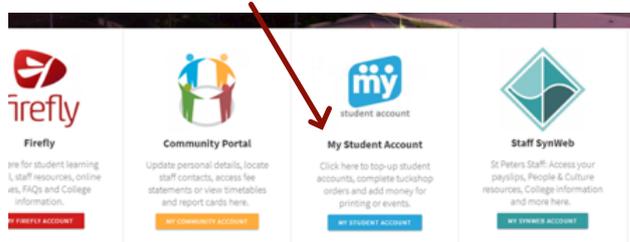
If you have any difficulties logging in to myStPeters please contact portals@stpeters.qld.edu.au.

Once you have logged on, this is what you will see:



The myStPeters portal allows for a single sign-on (SSO) process. This means that once you enter your username and password to access myStPeters, it will authenticate across Firefly, the Community Portal, My Student Account and Staff SynWeb. You will not have to login again when you select these systems.

Click on MyStPeters Account



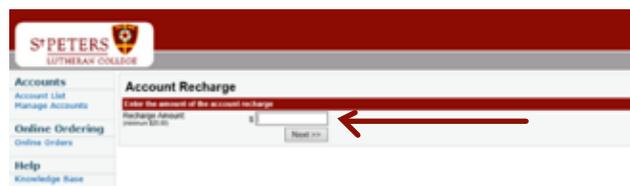
This will take you to the page where you can top up your My Student Account for each student and order tuckshop, buy items from Shop 45 or purchase a new ID. **THIS MUST BE DONE AT LEAST 24HRS PRIOR TO REQUIRING FUNDS.**

TO ADD MONEY TO YOUR ACCOUNT:

Click into your child's name on the left hand side of the page. Click the \$ sign on the right hand side of the page to add funds.



Follow the prompts to top up the account. Allow sufficient time for funds to clear, credit card 5 hours, BPAY – 3 days.



Information available on the Community Portal

MY DETAILS

Click this tab to **change any personal details including address and phone**. Your child will have more tabs including **medical**, immunisations etc. It is important to **review and update** this information yearly or more frequently, if changes are required.

Any changes will take effect once they have been approved by the school. You will receive an action centre notification when the changes have been actioned and are live at the school. Please contact the school directly if your changes are urgent, or if you have not received a notification that the changes have been actioned within two working days.

FINANCE

Click here for all finance transactions completed on your log in

TIMETABLE

By clicking on each child you can view their daily and fortnightly timetable

INTERVIEWS:

The interview tab activates when parent teacher interview sessions are available for booking

REPORTS:

Past reports are available for viewing under this tab

CONTACT US:

Teacher contact details related to each individual child are available for viewing under this tab

PARENT DIRECTORY:

Parent contact details for your child's cohort can be found here. Each parent must OPT IN if you would like your contact details made public here.

ATTENDANCE:

Check your child's attendance in each class

MY STUDENT ACCOUNT:

Click here to access information regarding your student card

- Top up money
- Check transactions
- Limit transactions
- Set low balance notifications
- Lower Primary can order tuckshop here

How to view and change your personal details accessing the Community Portal

The Community Portal is the window into your personal details. It is here you can access past reports, see your child's timetable, access and opt in to the parent directory, check attendances, access my student account and **change your personal details** including address/phone updates and medical conditions or requirements.

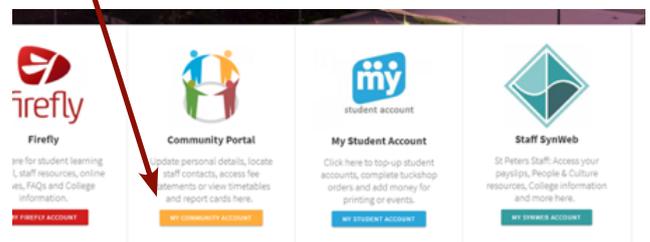
The following explains how to navigate to the Community Portal and carry out the various functions within it.

STEP 1

Log into myStPeters via the St Peters Website. You will need your username and password. If you have trouble logging in, please contact portals@stpeters.qld.edu.au

STEP 2

Click Community Portal



You will then see a number of tabs which have different functions. If you have more than one child you will need to click on the tab for each child to access or change their information.



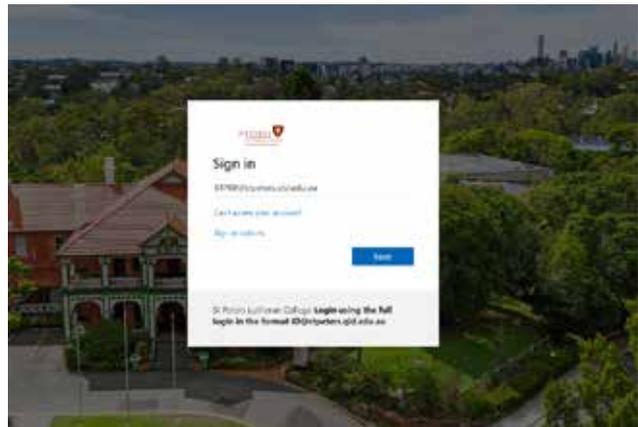
myStPeters Portal

MYSTPETERS.COM

The myStPeters Portal is a gateway portal for all the links you will need as a parent, staff member or student at St Peters. Here, you will be able to access:

- Firefly
- Community Portal
- My Student Account
- Online Payments

To access myStPeters, click this icon. You will then be redirected to an authentication page, asking for your St Peters issued username and password. Your login name will be in the format 123456@stpeters.qld.edu.au.



If you have forgotten your password simply enter your parent login name e.g. 123456@stpeters.qld.edu.au and select Next.

You will then be presented with the screen to the right to enter password OR you can select Forgot Password. Follow the steps then to reset your password.



Once you have entered these details, you will see this screen:



As long as you have access rights, you will be able to access each of the four sections listed here without entering your username or password again.



FIREFLY

Firefly is the St Peters teaching and learning platform. Here you will find material, staff resources, FAQ's and general College information.



COMMUNITY PORTAL

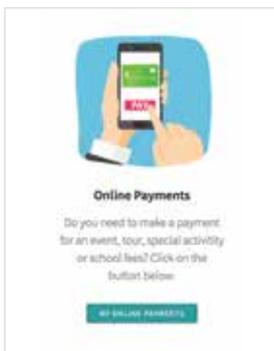
The Community Portal is for parents and staff. In it, you will be able to update your personal details, locate staff contacts, access your fee statements, view your child's timetable and their report cards.



MY STUDENT ACCOUNT

My Student Account will allow you to top up your child's account, complete tuckshop orders, add money for printing, events and other College needs.

Please note, it is not the same as the Online Payments link mentioned on page 4 and below.



ONLINE PAYMENTS

The Online Payments link on the College website is linked to the debtor account. Payments can be made for School tuition and enrolment fees, events, extra curricular activities and donations.

PORTAL HELPDESK

Please email the IT Help Desk if you do not know your username and password: portals@stpeters.qld.edu.au



St Peters Lutheran College, Springfield

42 Wellness Way, Springfield Qld 4350

Telephone: 07 3470 3888

www.stpeters.qld.edu.au

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