



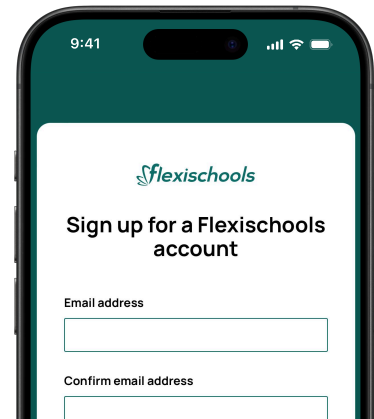
Scan the QR  
code to  
download  
the app

# Register with Flexischools as a staff member

## Step 1

### Register with Flexischools

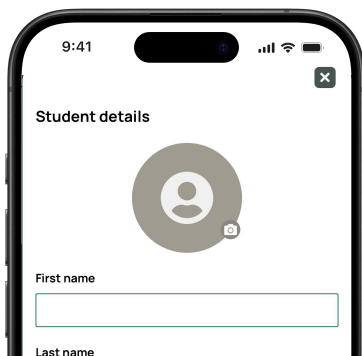
- 1 Download the Flexischools app and click **"Sign Up."**
- 2 Enter your email to **create an account.**
- 3 Go to your inbox and click the link to **verify your email.**
- 4 Follow the prompts to complete your registration.



## Step 2

### Enter your details

- 1 In the navigation bar, add yourself as a student under **"Profile" > "Students" > "Add new."**
- 2 **Add your own details** to the new student profile. Be sure to select **"Staff"** under **"year level"** and **"class."**



## Step 3

### Place an order

- 1 On the home page, click the **"Order food"** button.
- 2 **Select your user**, then choose a **service** and **order date.**
- 3 **Select the items you would like to order**
- 4 Click **"View order"** and select **"Checkout and pay"** to **place your order.**



Issued by InLoop ACN 114 508 771 AFSL 471558. Read PDS & TMD at [www.flexischools.com.au/legal](http://www.flexischools.com.au/legal). Advice is general & doesn't consider your needs.

