



# MyMonitor Parent login For Waikato Diocesan School for Girls

Follow the link from our website or browse directly to My Online Account at <https://mymonitor.wdsg.school.nz>

Login using the **Email/Password** section and enter your email and the temporary password you have been sent.

Please sign in below

▼ Parent/Guardian sign in

Email

Password

Remember me on this computer

*Lost your password? Click [Here](#)*

▶ Username/Password

## My Online Account

You will see the students already linked in your My Online Account parent portal.

Welcome, Frank Bay

**GRANT BAY** [View Statements](#) [Remove Account](#)

Account	Last Used	Quota	Balance
Monitor	Fri 15th Jun 18 09:19:41	\$0.00	\$0.00
		\$0.00	\$0.00
			<b>To Pay</b>
School Fee			\$0.00

**JONATHAN BAY** [View Statements](#) [Remove Account](#)

Account	Last Used	Quota	Balance
Monitor	Thu 2nd Aug 18 08:18:30	\$10.25	\$50.00
		\$10.25	\$50.00
			<b>To Pay</b>
School Fee			\$0.00

Navigation menu: Home, Manage Your Stored Cards, Change Your Settings, Link an Account, Help, Terms and Conditions, Sign Out.

Instructions: To add another account to the list of accounts you can view, click the button above and follow the instructions.

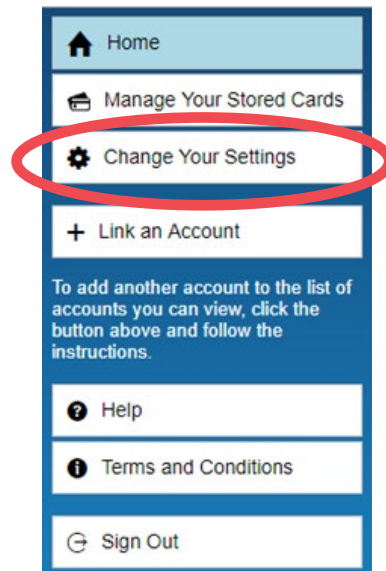
From here you are able to control and manage many functions for your daughter's account and payments. Here are the basics to get you started.

## Change your password



WAIKATO DIOCESAN  
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1. Click on **Change Your Settings** in the menu.



2. Click the **Website Password** tab. Enter and confirm your password, then click **Change**.

**Website Password** | Embedded Statements | Payment Options

*This option changes the password you use to log into the site. Passwords must be at least four characters in length, and can include numbers and letters.*

New Password

Confirm Password

From this menu, you also have options to:

- add another login email address
- set-up email statements

## Add value to accounts

Each student has canteen and print account. You can add value to any account, then transfer between them as required if you have multiple children.

1. Click **Add Value** next to the appropriate account. We recommend adding to **Canteen**, then disbursing from there.

2. Select or enter an amount.

3. Pay using credit card. Tick **Remember my card** to securely save your card details so you don't have to enter them again. Click **Pay**.

You will be taken to a secure Payment Express gateway to process the card details and transaction. Once you click **Submit**, you will receive a completion receipt on screen.

### Add Value to the Monitor Account

The current account balance for the Monitor account is **\$0.00**

Select the amount you want to add, or enter a value in the Other Amount edit box.

\$20.00  
 \$50.00  
 \$100.00  
 Other Amount (Dollars)

Pay using:

Credit Card

Remember my card

## Transfer value between canteen, print and other daughters



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Once there are funds in an account, the **Transfer Value** button will appear. Click it to begin the process.

The current account balance for the Monitor Funds account is **\$5.40**

Select the account to transfer to:

[Redacted] Monitor Funds - \$0.00

Select the amount to transfer:

Other Amount (Dollars)

Select the account to transfer to and enter an amount.

Click **Transfer Value** to complete the transfer.

## Lock an account

In cases where an ID card is misplaced, accounts can be 'locked' to stop transactions being processed. Click the **Lock** button to begin this process.

Click **OK** to proceed with locking the account.

## Other account options

### Balance Top-Up and Notifications (optional)

Select to be notified when the account balance drops below a certain amount.

**Account Options - GRANT BAY**

Balance Top-Up and Notifications | Spending Limits | Transfer Funds

**Notifications**

When you enable this feature, you will be sent an email reminding you to top the account up once the account balance falls below the specified value.

Notify me when account balance goes below

Choose email addresses to use for notifications:

Primary address

Additional address



## Spending Limits (optional)

Set limits on how much can be spent from the account over a specific period. Add an amount, frequency and set the date to next reset.

Balance Top-Up and Notifications | Spending Limits | Transfer Funds

The spending limit, if set, controls how much money can be spent from the account over the defined number of days.

Enable spending limits on this account

Spending Limit  
0.00

Period  
 Day  
 Week  
 Four Weeks

Optional: Set the reset date if you want the system to perform the spend limit reset on a particular day or date.  
Example: Today is Friday. You set the spend limit to reset weekly. You want the balance to reset on a Monday from now on. Setting this reset date to next Monday will ensure that the balance is now reset every Monday.

Next Reset Date  
09/08/2018

Save

Amount spent in the current period: \$0.00

## Transfer Funds (optional)

Tick this box if you want to allow your daughter to transfer funds between canteen and printing. If unticked, they will not be able to transfer funds.

Balance Top-Up and Notifications | Spending Limits | Transfer Funds

Specify whether **GRANT BAY** can transfer funds **OUT OF** this account to another account.

Enable transfer of money from this account

Save

## Need help?

Access the help menu to view online assistance, or email the support desk with a query or problem.

