

# Online Payments for the Cafeteria

Last Updated: 2/02/2022

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## Overview

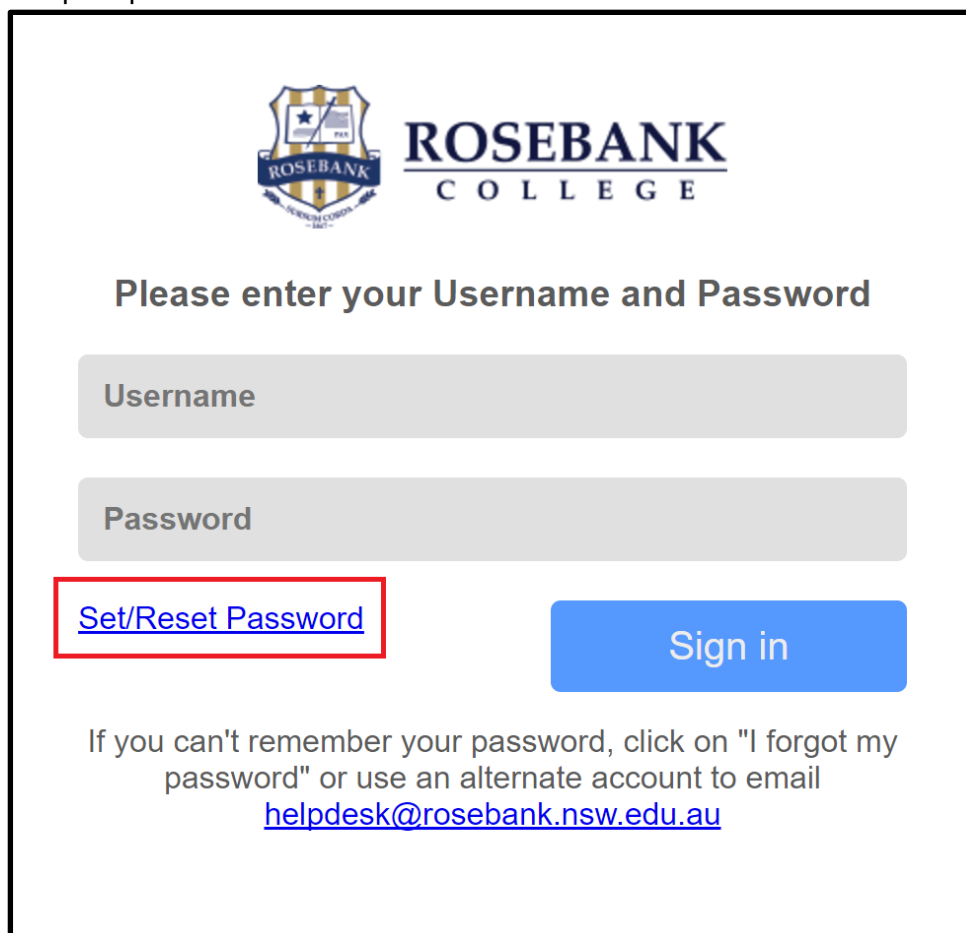
Use this document to pay for items at the Cafeteria.


## Procedure

Go to <http://portal.rosebank.nsw.edu.au/parent/> and login using the credentials provided to you by the College. If you are having troubles logging in:

Your username is typically in the format <FirstName>.<LastName> (e.g. *john.smith*)

If you have forgotten your password, click on the **Set/Reset Password** and follow the prompts:



 **ROSEBANK**  
COLLEGE

Please enter your Username and Password

Username

Password

[Set/Reset Password](#)

If you can't remember your password, click on "I forgot my password" or use an alternate account to email [helpdesk@rosebank.nsw.edu.au](mailto:helpdesk@rosebank.nsw.edu.au)

If you continue to have troubles logging in, please contact the ICT Helpdesk via:  
telephone on 9713 3111

email at [webhelpdesk@rosebank.nsw.edu.au](mailto:webhelpdesk@rosebank.nsw.edu.au)

Click on the **Online Payments** logo:



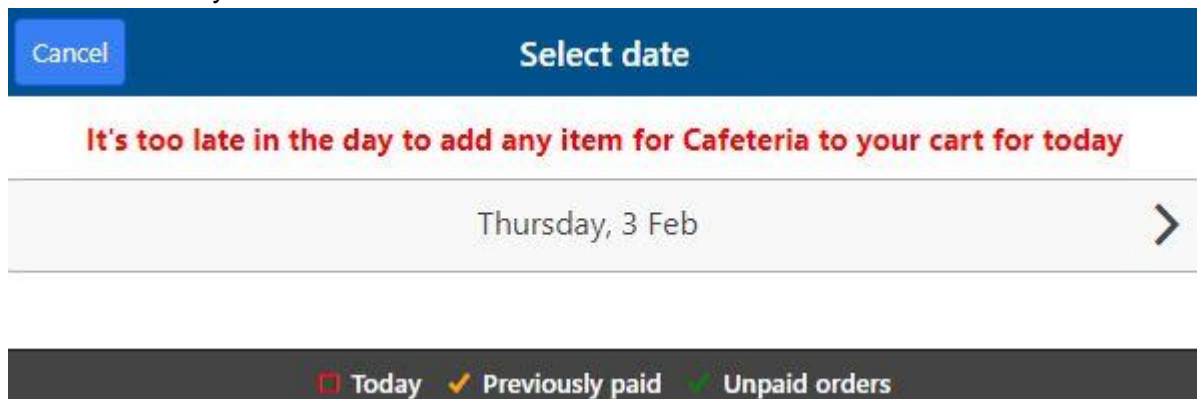
Towards the middle-top of the screen, click on **Online Orders**



Select Cafeteria from the shop list and then Cafeteria again



Select the date you wish to order food from the cafeteria



You must now select the food you wish to order



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

The screenshot shows a shopping cart titled "Cafeteria - Shopping Cart". Below the title is a grey bar with the word "Cafeteria". The main item is "FRESH FRUIT SALADS AND YOGHURT" priced at "\$ 6.00". Below the item name is a quantity selector with a trash icon, a minus sign, a box containing "1", and a plus sign. At the bottom, there is a blue summary table and a green "Summary & Checkout" button.

Shop	Items in cart	Price
Cafeteria	1	\$6.00
<b>Grand total</b>	<b>1</b>	<b>\$6.00</b>

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

The screenshot shows an "Order summary" dialog box. It has a blue header with a "Cancel" button on the left and the title "Order summary". Below the header is a grey bar with a chevron icon, the name "Natasha Moradnoori", and the price "\$ 6.00". Below this bar, the text "Grand total: \$ 6.00" is displayed. At the bottom, there are two buttons: a red "Cancel" button and a green "Pay" button.

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

The screenshot shows a "Please confirm" dialog box. The title is "Please confirm". The main text asks "Do you want to clear all items from your cart?". At the bottom, there are two buttons: "Clear Cart" and "Keep shopping".