

How To Register An Account With School Shop Online

Overview

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Understanding Account Registration Procedure

1. This registration method is applicable to both the **Tuckshop/Canteen** and the **E-Store**.
2. Kindly note that you need to **register separately** on both platforms (E-Store and Tuckshop/Canteen). If you have already registered on one of the platforms, for example, the **E-Store**, to use the **Tuckshop/Canteen**, you will have to select '**Existing User**' during registration. To verify your existing account, the system will prompt you to enter your existing username and password. Further details can be found in this document.
3. If you already have an account with **E-Store** and **Tuckshop/Canteen** or if you are registered with **SchoolShopOnline** in a different school, you will still need to register separately on each site as they have different URLs. However, you can use the same email address and password for both registrations.

Registering A New Account

1. To register a new account, please access the login page and click on '**Register now**'.

EXISTING USERS

Email (your account login)

Password

Login

[Lost Password?](#)

NEW USERS

If you are a new eStore user, or if you only have a Tuckshop account, please register here!

Register Now

2. Click on "New User".

Registration



Please select 'Existing User' if you have an account in any of SchoolShopOnline sites or systems.

New User Existing User

3. Afterward, you will see the following page. Complete all the necessary fields with your information.

Fields marked with * are mandatory

First Name* Last Name*

Member type* (a) Parent

Phone*

Email* (your account login) Confirm Email*

Password* Confirm password* (b)

Enter code* aa196

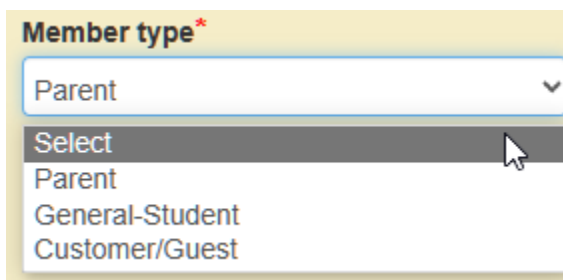
I have read and agreed to the School Shop Online Terms and Conditions and Privacy Policy

Next Step

Password Must Contain

- Minimum 8 characters in length
- Must contain 1 upper case character
- Must contain 1 lower case character
- One numerical character
- One special character (@#%&)

a) Member type description:



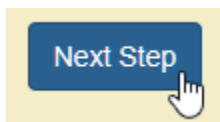
i) **Parent** : Common category for the E-Store/Tuckshop allows users with children studying at schools registered with **SchoolShopOnline** to make purchases and use other facilities, including event registration, facility booking, meal orders, and uniform purchases.

ii) **General-Student** : Student who is not enrolled in any specific classes or activities on the website. This type of student may be able to browse the website and view products, but they will not be able to purchase anything or participate in any activities.

iii) **Customer/Guest** : Enable common users to browse the website, view, and purchase products, as well as contact the school with questions.

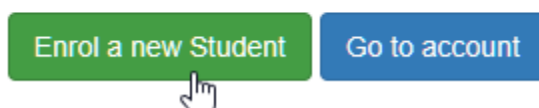
b) Please make sure to carefully read the password requirements for the password format.

4. After completing all necessary details, click on '**Next Step**' to proceed:



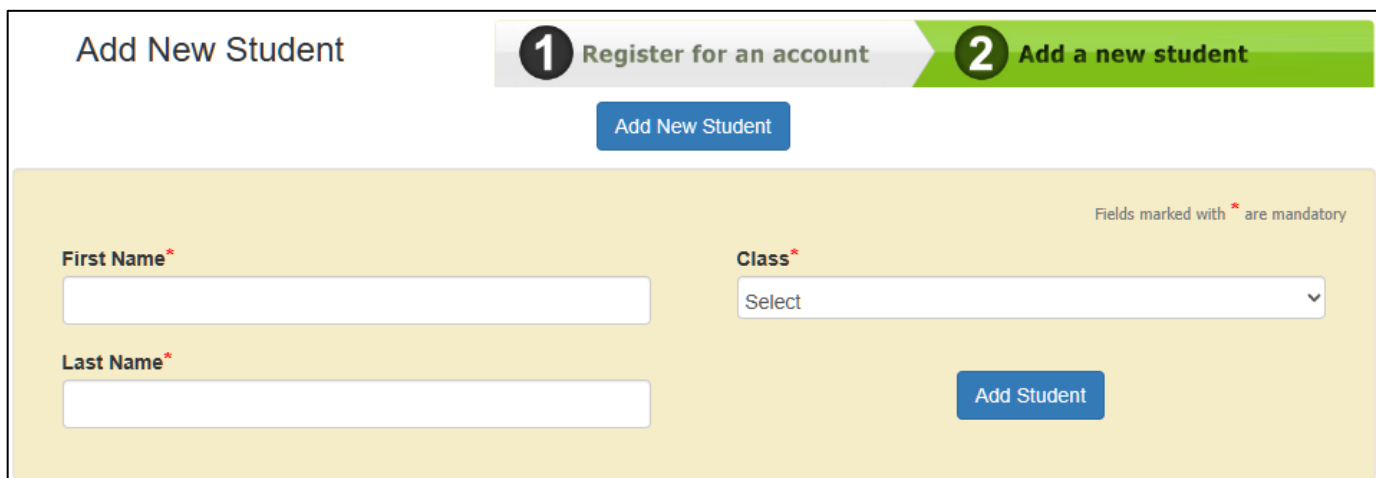
5. You should see the following screen. Click on **Enrol a new Student**, to set up your child's Tuckshop/Canteen or E-Store ordering.

You have been registered successfully. Your eWallet Account ID is REG089097



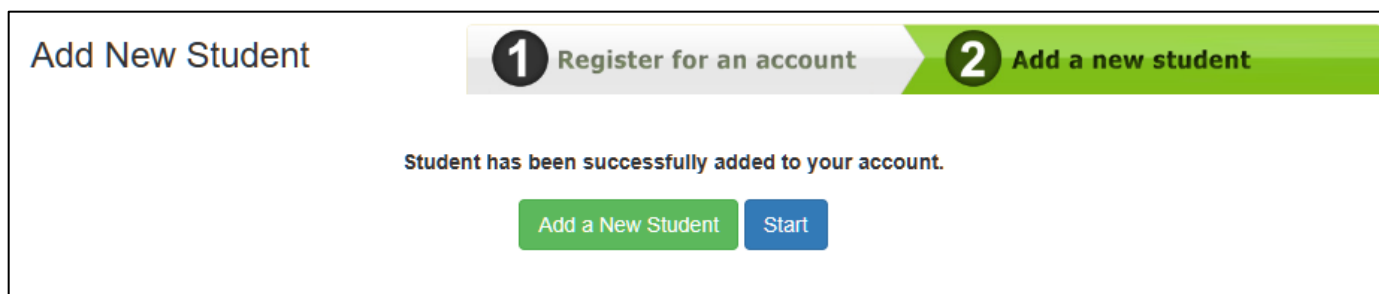
If you prefer, you can skip registering your child/children as students for now and go directly to your account details by clicking the '**Go to account**' button.

6. If you choose to register your child/children, click the **'Enrol a new student'** button. You will then be presented with the option to click **'Add New Student'** and proceed to the page below.



Enter the required information in the fields marked with a red asterisk. Once completed, click on **'Add student'**.

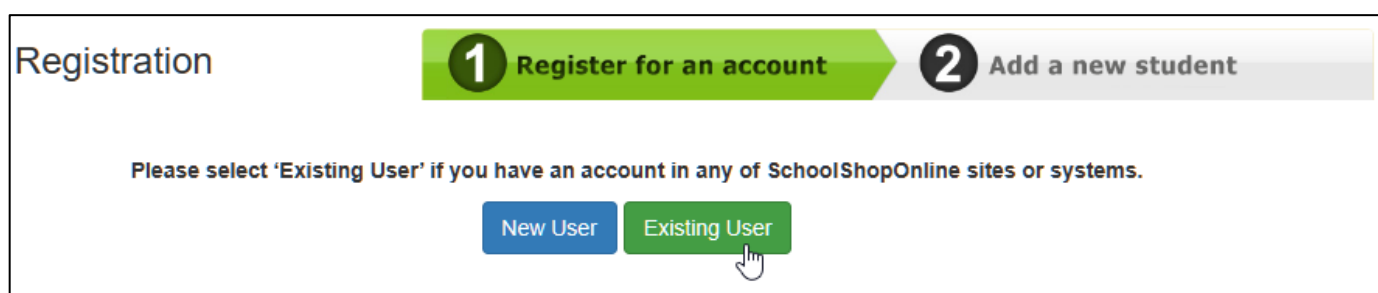
7. If you want to add another student, click on **'Add a New Student'** again and repeat step 6. Otherwise, you can start using **SchoolShopOnline** by clicking the **'Start'** button."



8.

Register As An Existing User

1. As mentioned earlier, registration is required on both platforms (E-Store and Tuckshop/Canteen).
2. If you have already registered on one platform, such as the **E-Store**, you can use the same account for the **Tuckshop/Canteen** by selecting '**Existing User**' during registration. The system will then prompt you to verify your existing account by entering your username and password.
3. After reaching the login screen, click on '**Register Now**,' and then select the '**Existing User**' button as shown below.



Registration

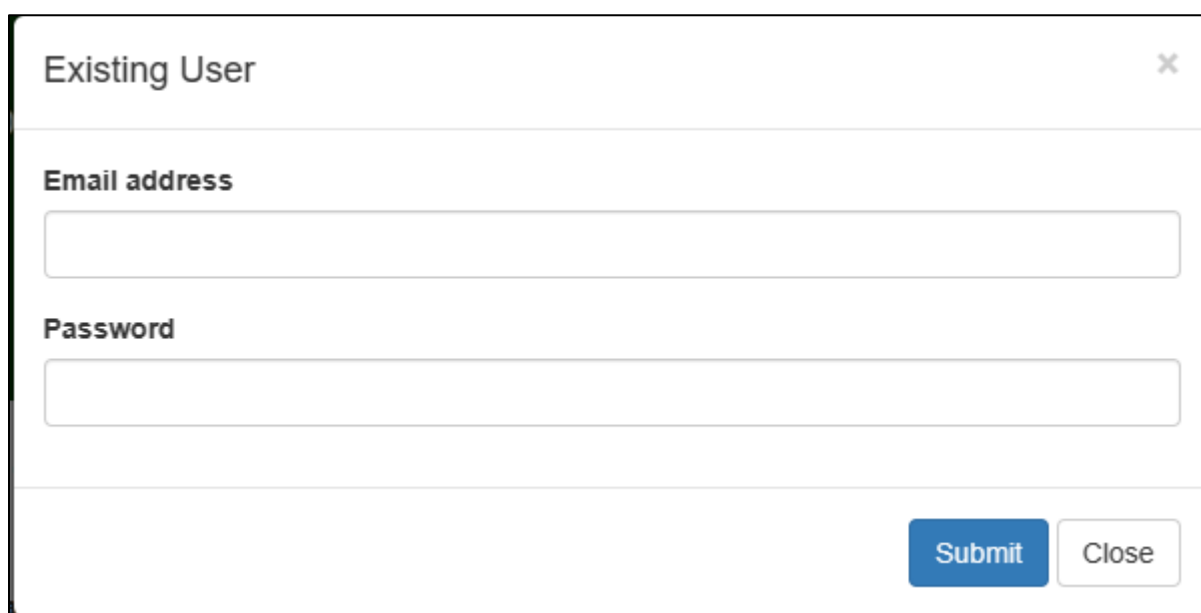
1 Register for an account **2** Add a new student

Please select 'Existing User' if you have an account in any of SchoolShopOnline sites or systems.

New User Existing User

The image shows a registration interface with two steps: '1 Register for an account' (highlighted in green) and '2 Add a new student'. Below the steps, there is a text prompt: 'Please select 'Existing User' if you have an account in any of SchoolShopOnline sites or systems.' Two buttons are visible: 'New User' (blue) and 'Existing User' (green). A mouse cursor is pointing at the 'Existing User' button.

4. Fill in your registered email address and your password.



Existing User

Email address

Password

Submit Close

The image shows a form titled 'Existing User' with a close button (X) in the top right corner. It contains two input fields: 'Email address' and 'Password'. At the bottom right, there are two buttons: 'Submit' (blue) and 'Close' (white).

The system will then verify both your account and password.

5. Below are the responses that you will receive after the system verification.

a) Wrong email address : If your account is not found, the system will prompt you to register.

Email does not exists.Please register below as a 'New User'.

Please select 'Existing User' if you have an account in any of SchoolShopOnline sites or systems.

New UserExisting User

b) If you have already registered on the same platform, the system will detect that your account exists and request you to log in from the login screen.

Email already exists for this school! Please click to [login](#)

Please select 'Existing User' if you have an account in any of SchoolShopOnline sites or systems.

New UserExisting User

c) If you provide the correct email but an **incorrect password**, the system will display the following prompt. From there, you can either try again or reset your password in case you have forgotten it.

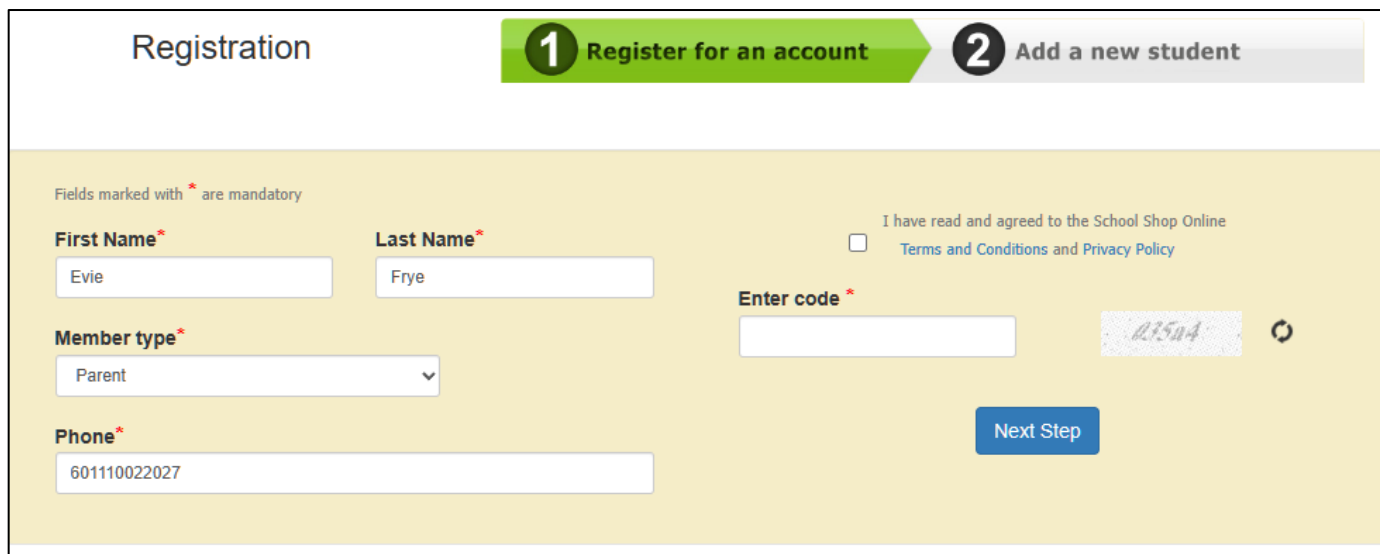
Incorrect password. Lost Password? Try Again?

Please select 'Existing User' if you have an account in any of SchoolShopOnline sites or systems.

New UserExisting User

If you choose to click the **'Lost Password?'** button, it will request to provide your email address along with the instructions to reset your password.

6. After entering the correct username and password, you will be directed to the next page, where your key details will be automatically filled. Please follow the provided instructions to proceed.



Registration


1 Register for an account **2 Add a new student**

Fields marked with * are mandatory

First Name* **Last Name***

I have read and agreed to the School Shop Online [Terms and Conditions](#) and [Privacy Policy](#)

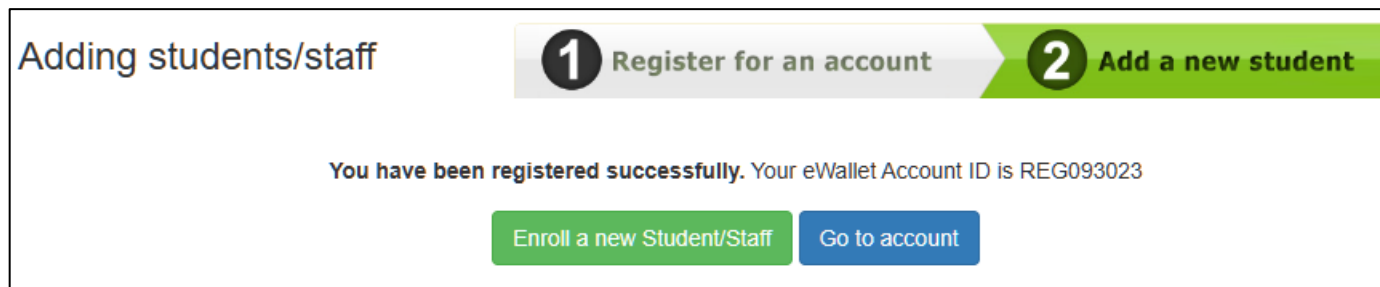
Member type*

Enter code* 

Phone*

Next Step

7. Afterward, you will be directed to the page below. As with the previous step, you have the option to enrol your student immediately or skip the process for later.



Adding students/staff

1 Register for an account **2 Add a new student**

You have been registered successfully. Your eWallet Account ID is REG093023

Enroll a new Student/Staff **Go to account**

8. If you opt to enrol your student immediately, you will land on the page below. You can proceed to fill out the necessary details.

eWallet No. **REG093023**: Balance **\$0.00**

Fields marked with * are mandatory

New/Existings*
New

Class*
Select

Food Allergy
Please, do not use 'N/A' or 'Nil' or 'None'

Active ⓘ

First Name*

Last Name*

Student Email

Save

a) As this is the registration process for an existing account, you will be able to add your student, who was previously registered on another platform, to this platform.

New/Existings*

New

New

Existing

b) Afterward, the system will give you the option to select a student. Once you have chosen the student, all other information will be automatically populated, as seen before.

New/Existings*
Existing

Select Student (to copy data from)*
Please select

9. Upon completing this final stage, your account will be ready for use.