GEMS School Catering Account – User Guide for Parents

Click on the link given below; use your GEMS My Learning User ID and Password to login.

https://school.gemsoasis.com/OASIS_accuro/Forms/Index.aspx



2. Main Page: Select "Cards" option from the menu on the left hand side.



3. Card Summary: Shows each parent a list of their children and the status of their cards.
View – Card is active; you can click to view Card Details (see Step 4 below);
Blocked, New Card in Process – The card has been reported lost and has been blocked; the new card not yet been collected by the child.



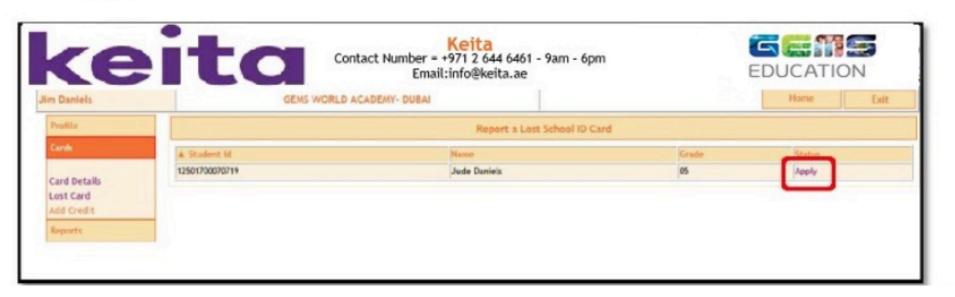
Card Details: After clicking on view you will see the card details screen.
 Daily spend limit can be customised (minimum limit is AED 50);
 Restrict items which your child can have by clicking on Select Items (see Step 4a below).



a. Select Items: A pop-up window as shown below is displayed. Just click on the checkboxes next to each item which you would like to be restricted.



Lost Card: To report a lost card, click on the "Lost Card" link on the left hand menu, then select "Apply".



a. Click on "block", the present School ID Card gets blocked and you will be redirected to the website as shown below.



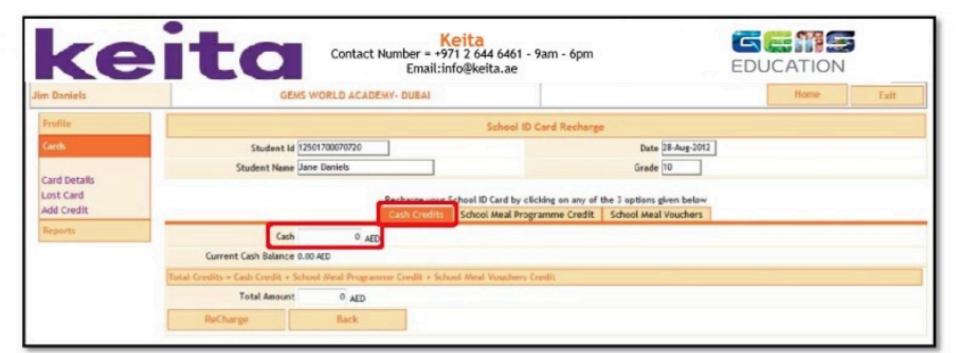
When you click on Confirm & Proceed you are redirected to Payment gateway page as shown in Step 7. If you choose not to pay for the card, then the old card is still blocked and a new card will NOT be issued until payment is made either online or at the school cashier.



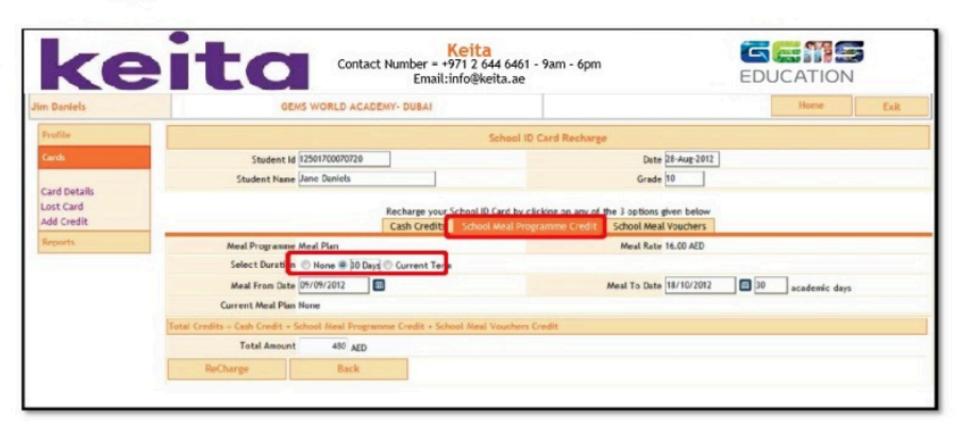
Top-up the Card: Click on "Add Credits" (the website will show details of active cards only). Click on "Charge".



 a. Add Cash Credit: Select the "Cash Credits" tab and enter the Cash value you would like to add (minimum AED 50).



- b. Add School Meal Programme Credit: Select the "School Meal Programme Credits" tab and then the relevant date range. There are three possible options for date selection:
 - None manually select date range (minimum of 30 academic days);
 - 30 Days system will automatically select 30 academic days starting on the current day you may customize the date range if you choose (minimum of 30 academic days);
 - Current Term system will automatically select the remainder of the term starting from current day - you may customize the date range if you choose (minimum of 30 academic days).

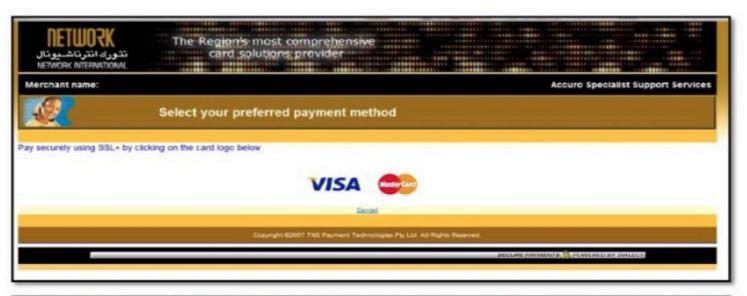


 Add School Meal Voucher Credit: Select the "School Meal Vouchers" tab, and enter the number of vouchers you would like to purchase (minimum 20).

ke	Contact Number = +971 2 644 6461 - 9am - 6pm Email:info@keita.ae	EDUCATION
Jim Daniels	GENS WORLD ACADEMY- DUBAI	Home Exit
Profile	School ID Card Recharge	
Cards	Student Id 12501700070720	Date 28-Aug-2012
Card Details Lost Card Add Credit	Recharge your School ID Card by clicking on any of Cash Credits School Meal Programme Credit School Meal Vouchers	
Reports		Coupon Rate 18.50 AED
	Total Credits + Cash Credit + School Meal Programme Credit + School Meal Vouchers Credit Total Amount 370 AED ReCharge Back	

The "Total Amount" field is the total for all three Credit types (Cash, Meal Programme and Meal Vouchers).

Click on "Recharge" to finalise your purchase and be redirected to the Payment Gateway – please follow the on-screen instructions.





Print Receipt: Once the transaction is complete, a receipt print option is provided.

