mySchoolBucks®

https://www.myschoolbucks.com

Parents

Getting Started Guide

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CONTENTS

MY SCHOOL BUCKS LOGIN SCREEN ......................................................................................................................... 3
ADDING STUDENTS TO YOUR ACCOUNT (“MY HOUSEHOLD”) .......................................................................................... 7
DEPOSING FUNDS INTO A STUDENT ACCOUNT ........................................................................................................... 9
CUSTOMER SUPPORT .................................................................................................................................................. 13
Congratulations, your school district now offers mySchoolBucks, a convenient and secure online payment and parent information portal! With mySchoolBucks you can deposit money into one or more student accounts, track purchase history, create low-balance reminders and even set-up an automatically recurring payment.

As you will soon discover, mySchoolBucks is designed to be intuitive and easy to use, but to help you get started, this document will guide you through the process of:

- creating a new parent account
- adding one or more students to your account
- making a payment.

**Step 1 - Creating a New Parent Account**

Access mySchoolBucks at www.myschoolbucks.com. This screen will be used by both new and returning users.

- A returning user will complete the “ACCESS YOUR ACCOUNT” and click the “LOG IN” button.
- All new parent users will click the “REGISTER FOR A FREE ACCOUNT” button.
Step 2 – Select State

Select the state where the school district is located and click the “CONTINUE” button.

Step 3 – Select School District

Select the “School District” from the drop down box, and then click the “CONTINUE” button.
Step 4 – Enter Parent Information

Complete all areas denoted with the RED box and then click the “CONTINUE” button.
Step 5 – Create Parent User Credentials

Complete the “Login ID” and “Password” fields then click the “Security Question” drop down. Select a question and enter the answer in the “Security Answer” field. Before moving forward, a NOTICE disclaimer alerts new users of the convenience fee that may be imposed for payments/deposits to student accounts. The user will then click the box and “REGISTER”.

Click the “FINISH” button to complete the mySchoolBucks user account setup.
**ADDING STUDENTS TO YOUR ACCOUNT (“MY HOUSEHOLD”)**

Once you have created a parent account, click *My Household* on the left-side navigation bar to add students to your account.

**Step 1 – Student Lookup**

To add one or more students to your Household, click *look up your students*.

**Step 2 – Enter Student Information**

Select your school district from the drop-down menu. Enter the student’s first name, last name and Student ID Number. Then click *Find Student*. 
Step 3 – Add Student

A student’s name and grade will be displayed when the search is complete. If this is the correct student, click Add Student. If the information is not correct, click Cancel and try your search again.

Step 4 – Finish or Add Another Student

You have now successfully added a student to your Household. To associate more students with your account, click Add Another Student and complete Steps 1-3 until all students have been added. If there are no other students to add, click Finish.
DEPOSITING FUNDS INTO A STUDENT ACCOUNT

Once you have added students to your Household, their names and schools will appear by clicking the My Household link. This page will also display the current balance available for each student. From this page you can deposit money into a Student Account, view purchase history and add or remove students.

Step 1 – Making a Deposit

To deposit money into one or more student accounts, click Make a Payment.

Step 2 – Enter Deposit Amount

Select the amount you want to deposit into each student account, and then click Add to Basket.
Step 3 – Review Deposit Amount(s)

Review the amount(s) you have entered and verify the information is correct. If you need to adjust any amount, click **Continue Shopping**. If the information is correct and you are finished, click **Check Out Now**. Additionally, this is where you would also establish a recurring payment schedule by clicking **Setup a payment schedule**.

Step 4 – Payment Information

Enter your payment information, making sure to complete all required fields, then click **Continue**.
Step 5 – Card Verification Code

If paying with a credit or debit card, enter the three- or four-digit Verification Code that appears on the card, and then click Continue.

Step 6 – Review Order

This screen will show the amount of the purchase, a subtotal of the payment and the total payment amount including any convenience fee (amount varies). If the order is correct, click Place Order.
Step 7 – Payment Confirmation & Receipt

When your order is complete, you will receive a confirmation number that can be used to locate this transaction at a later date. We recommend you print this page and keep a copy for your records. After clicking Print Order, a printable receipt (sample below) will open in a new window.

After printing this page, close the receipt window and click Finish to complete your transaction.
CUSTOMER SUPPORT

Email: Before contacting technical support please read our FAQ for assistance with many common questions and concerns. For other issues please complete this form to submit your support request: https://www.myschoolbucks.com/etc/getsupportrequest.do

Phone: 855-832-5226