

mySchoolBucks®

<https://www.myschoolbucks.com>

Parents

Getting Started Guide

Version – 03052013



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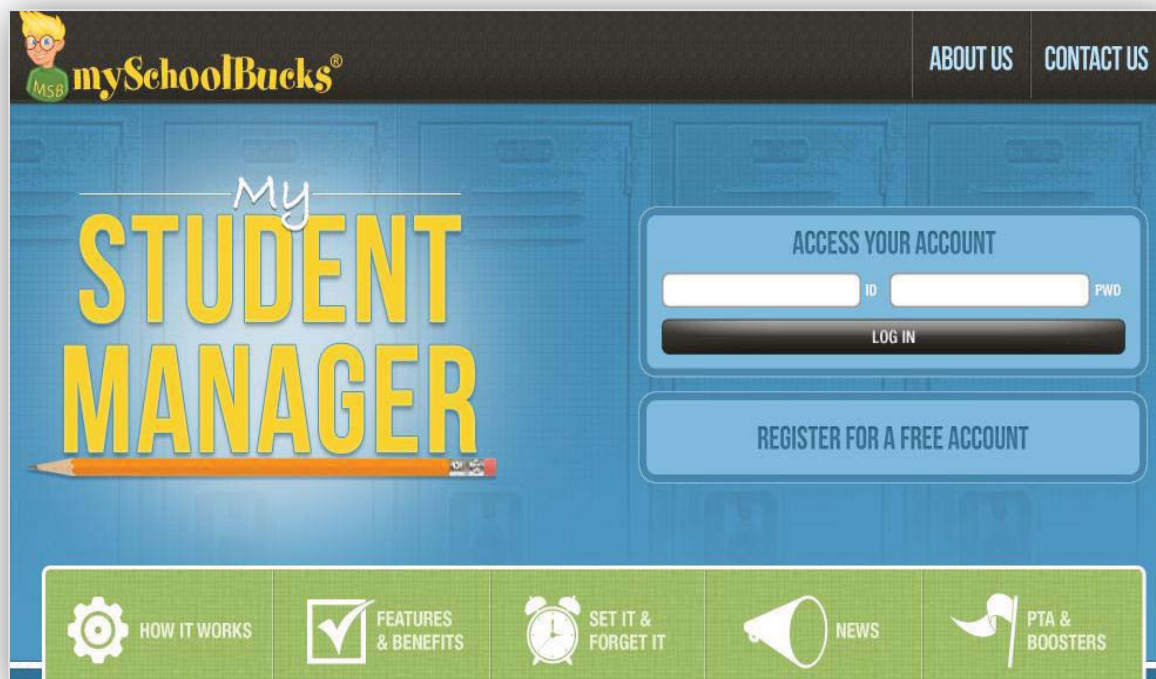
myschoolbucks LOGIN SCREEN

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



Add Account

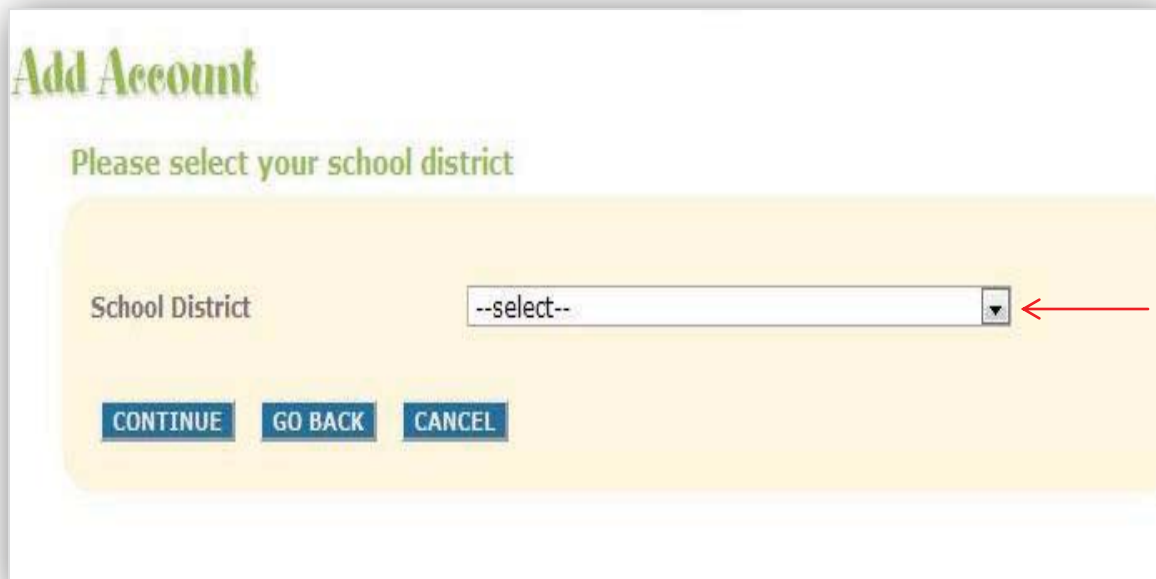
To find your school district, please select your state/province

State/Province ▼ ←

CONTINUE **CANCEL**

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

Step 3 – Select School District



Add Account

Please select your school district

School District ▼ ←

CONTINUE **GO BACK** **CANCEL**

Select the **“School District”** from the drop down box, and then click the **“CONTINUE”** button.

Step 4 – Enter Parent Information

Add Account

⚡ indicates required field

Note: Please enter your name here rather than your child's name. You'll be asked to add your children later.

First Name ⚡	<input type="text"/>
Last Name ⚡	<input type="text"/>
Street Address ⚡	<input type="text"/> <input type="text"/>
City ⚡	<input type="text"/>
State/Province ⚡	California ▼
ZIP/Postal code ⚡	<input type="text"/>
Daytime phone ⚡	<input type="text"/> (###-###-####)
Evening phone ⚡	<input type="text"/> (###-###-####)
Email Address ⚡	<input type="text"/>

(Note: Your email address is held confidential. We will not send you unsolicited emails. A valid email address is required to receive payment confirmations.)

CONTINUE **CANCEL**

Complete all areas denoted with the RED box and then click the **“CONTINUE”** button.

Step 5 – Create Parent User Credentials

Add Account

■ indicates required field

Login ID ■
(Must be at least 4 characters and may only contain letters, numbers, underscores, dashes, periods, or at signs.)

Password ■
(Must be at least 4 characters - case sensitive)

Confirm Password ■

If you forget your password, we'll ask you for the answer to the security question. To protect your user profile, please choose a question that is memorable for you but difficult for others to guess.

Security Question ▼

Security Answer ■
(Must be at least 4 characters - case sensitive)

☐ I am 18 years of age or older and I agree to the [Terms of Service](#)

REGISTER **GO BACK** **CANCEL**

The screenshot shows a registration form titled 'Add Account'. It includes fields for Login ID, Password, Confirm Password, Security Question, and Security Answer. Red arrows point to the Login ID, Password, Confirm Password, Security Question dropdown, and Security Answer fields, indicating they are required. A checkbox for age and terms of service is at the bottom. Buttons for REGISTER, GO BACK, and CANCEL are at the bottom.

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”**.

Add Account

Registration completed. Thank you! We've sent an email to confirm your registration.

FINISH

The screenshot shows a confirmation screen titled 'Add Account'. It contains a message: 'Registration completed. Thank you! We've sent an email to confirm your registration.' and a blue button labeled 'FINISH'.

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

Downloads
Cafeteria Purchases
My Household

Payment Center
My Basket
Make A Payment
School Store
My Billing Accts
My Order History
My Payment History

More Info
Help / FAQ
Send Us Feedback
Log Out

Getting Started

To get started, complete the following steps:

Step 1. If you are a parent, **look up your students** and add them to your household. *

Step 2. Make a payment.

Step 3. Visit our **school store** to purchase other school related items.

* If you are an alumni or school supporter or do not have children enrolled in the school district you may skip step 1.

My Household
Student Name

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

Step 2 – Enter Student Information

Downloads
Cafeteria Purchases
My Household

Payment Center
My Basket
Make A Payment
School Store
My Billing Accts
My Order History
My Payment History

More Info
Help / FAQ
Send Us Feedback
Log Out

Add Student

To find a student please select the name of the school, enter the student's name and info, and choose Find.

■ indicates required field

School ■ --select--

First Name ■

Last Name ■

Student # ■

Don't have your child's student ID?

FIND STUDENT CANCEL

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

Downloads
Cafeteria Purchases
My Household

Payment Center
My Basket
Make A Payment
School Store
My Billing Accts
My Order History
My Payment History

More Info
Help / FAQ

Add Student

Found a match. If this is the correct student please click Add to attach the student to your household.

First Name: Student
Last Name: Name
Grade: K

ADD STUDENT **CANCEL**

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

Downloads
Cafeteria Purchases
My Household

Payment Center
My Basket
Make A Payment
School Store
My Billing Accts
My Order History
My Payment History

More Info
Help / FAQ

Add Student

Successfully added the student to your household.

ADD ANOTHER STUDENT **FINISH**

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

The screenshot shows the 'myHousehold' website interface. On the left is a green sidebar with navigation links: Downloads, Cafeteria Purchases, My Household, Payment Center, My Basket, Make A Payment, School Store, My Billing Accts, My Order History, My Payment History, More Info, Help / FAQ, Send Us Feedback, and Log Out. The main content area has the 'myHousehold' logo and a 'Print Friendly' icon. Below the logo, a message states: 'Your students and their account balances are displayed below. The account balances may not reflect the most recent payments. Please allow 1-2 school days for processing.' A red arrow points to the 'Make A Payment' link. Below this are links for 'Add Student', 'View Cafeteria Purchases', 'Change Schools', and 'Remove Student'. A table titled 'Student Name' and 'School' shows account balances. The table has columns for Account, Balance, and Last Updated By School.

Account	Balance	Last Updated By School
Cafeteria	\$702.25	Dec 14, 2012 10:59 AM

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

Step 2 – Enter Deposit Amount

The screenshot shows the 'School Store' website interface. On the left is a green sidebar with navigation links: Downloads, Cafeteria Purchases, My Household, Payment Center, My Basket, Make A Payment, School Store, My Billing Accts, My Order History, My Payment History, More Info, Help / FAQ, Send Us Feedback, and Log Out. The main content area has the 'School Store' logo and a message: 'Please enter the amount to pay on each account.' Below this is a table titled 'Student Name' with columns for Account, Balance, and Payment Amt. The table shows a balance of \$702.25 for the Cafeteria account. To the right of the balance are radio button options for payment amounts: \$25.00, \$35.00, \$45.00, and a custom amount field. A red arrow points to the 'ADD TO BASKET' button at the bottom.

Account	Balance	Payment Amt
Cafeteria	\$702.25	<input checked="" type="radio"/> \$25.00 <input type="radio"/> \$35.00 <input type="radio"/> \$45.00 <input type="radio"/> \$ <input type="text"/>

Select the amount you want to deposit into each student account, and then click **Add to Basket**.

Step 3 – Review Deposit Amount(s)

Downloads
Cafeteria Purchases
My Household
Payment Center
My Basket
Make A Payment
School Store
My Billing Accts
My Order History
My Payment History

My Basket

Name	Student	Unit Price	Quantity	Total Price	
Cafeteria	Acosta, Jenifer	\$25.00	1	\$25.00	Remove

[Setup a payment schedule](#)

[CHECK OUT NOW](#) [CONTINUE SHOPPING](#)

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

Downloads
Cafeteria Purchases
My Household
Payment Center
My Basket
Make A Payment
School Store
My Billing Accts
My Order History
My Payment History
More Info
Help / FAQ
Send Us Feedback
Log Out

Order - Select Billing Account

Please enter an account number to use for this payment.

■ indicates required field

Acct Type

Card Number ■ (ext: 1234567890123456)

Expiration Date

Name ■

Billing Address ■

Note: Please ensure your billing address matches the record on file with your bank.

City ■

State/Province

ZIP/Postal code ■

You may update your billing acct information at a later time by selecting 'My Billing Accts'.

[CONTINUE](#) [GO BACK](#) [CANCEL](#)

Enter your payment information, making sure to complete all required fields, then click **Continue**.

Step 5 – Card Verification Code

Order - Card Verification

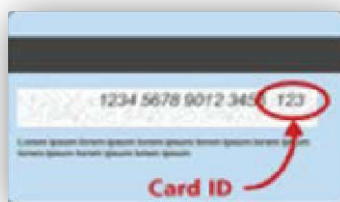
Please enter the card verification number from your credit card.

■ indicates required field

Verification Code ■

CONTINUE **GO BACK** **CANCEL**

Note: For your protection, we require that you enter a credit card verification number for all purchases made online. For Visa, MasterCard, or Discover the verification number is the final 3-digit number located on the back of the credit card. For American Express, it is the four digits printed above the account number on the front of the card.



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

Order - Review Your Order

Please review the amounts entered and the total charges to your account.
When you're ready, press the Place Order button to complete the transaction.

Refund Policy: Please contact the school administrator for our refund policy.

Name	Student	Unit Price	Quantity	Total Price
Cafeteria	Acosta, Jenifer	\$25.00	1	\$25.00
Subtotal:				\$25.00
Service Fee:				\$1.95
Grand Total:				\$26.95

Bill to: Visa ending in 4125

PLACE ORDER **GO BACK** **CANCEL**

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

Order - Order Results

Your order was accepted. Thank you!

Your reference code is 4WCD0A2RWZHEI7U.

If you have provided an email address you will receive an email confirmation. You may check Order History on this website at any time for order status.

Press the Print Order button to print a copy for your records.

[PRINT ORDER](#) [FINISH](#)

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 Oder, a printable receipt (sample below) will open in a new window.

Order

ID: KNPRH9RFSPA8F3R
Date: Jan 25, 2013 3:27 PM
Status: closed
School District: mySchoolBucks Webinar Demo Site
Store: Food Services Store
Name: user, webinar
Address: ,

Name	Student	Unit Price	Quantity	Total Price
Cafeteria	,Student Name	\$25.00	1	\$25.00

Subtotal: \$25.00
Service Fee: \$1.95
Grand Total: \$26.95

Bill to: Visa ending in 4125

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