

# mySchoolBucks®

## Parents

## Getting

## Started

## Guide



## 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



#### Use [mySchoolBucks.com](#) to:

- Pay for your child's meals, library fees and other school items in one central place.
- Set up automatic email reminders to tell you when a payment is needed.
- Make payments for all your children, even if they attend different schools.
- View your child's cafeteria purchases and get information on foods your child eats at school.
- Purchase athletic tickets, yearbooks, t-shirts and other fun items in the school store.

**Note:** Your school may not offer all school items or payment methods for online purchase or other optional features.



This screen will be used by both new and returning users.

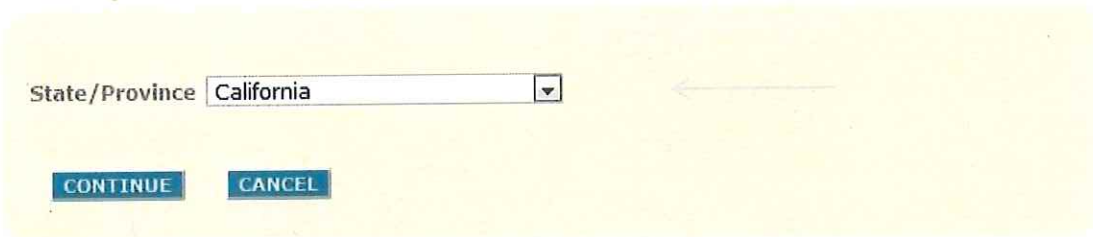
**NOTE: IF A PARENT WAS PREVIOUSLY REGISTERED WITH MYNUTRIKIDS THEIR ACCOUNT HAS BEEN AUTOMATICALLY CONVERTED AND THERE IS NO NEED TO CREATE A NEW ACCOUNT. A RETURNING USER WILL COMPLETE THE "ACCESS YOUR ACCOUNT" AND CLICK THE "LOG IN" BUTTON.**

All new parent users will click on the **“REGISTER FOR A FREE ACCOUNT”** button and proceed to Step 2.

**Step 2 – Select State**

## Add Account

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



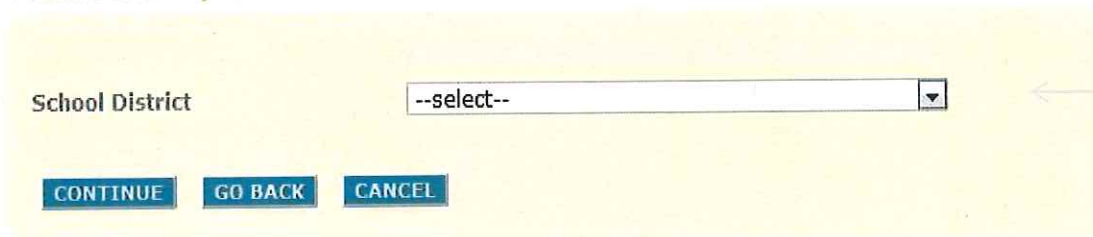
State/Province

From this screen, select the appropriate state (in which your school district is located) and click the **“CONTINUE”** button.

**Step 3 – Select School District**

## Add Account

Please select your school district



School District

From this screen, 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 ■

Last Name ■

Street Address ■

City ■

State/Province ■

ZIP/Postal code ■

Daytime phone ■  (###-###-####)

Evening phone ■  (###-###-####)

Email Address ■

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

At this resource screen, fill in all areas denoted with the RED box.

Once all fields have been properly completed, 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, or underscores.)

**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](#)

From this screen, the login ID and password will be created for your mySchoolBucks user account.  
**(Note: arrows denote the fields that are required for completion.)**

Once all fields have been completed for **Login ID and Password** have been setup and confirmed, click on the **"Security Question"** drop down box to select the question.

**Once the security question has been selected, 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"**.

## Step6 – Complete Registration

### Add Account

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

**FINISH**

Upon successful creation of the user account, the **"FINISH"** button will appear. Click this 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. The following steps are required to add one or more students to your Household.

### Step 1 – Student Lookup

The screenshot shows the mySchoolBucks website interface. At the top left is the mySchoolBucks logo. At the top right are links for 'ABOUT US' and 'CONTACT US'. Below the logo is a blue banner with 'My STUDENT MANAGER'. On the left is a green navigation menu with categories: 'Parent Resources' (Getting Started, My User Profile, Email Preferences, Downloads, Cafeteria Purchases, My Household), 'Payment Center' (My Basket, Make A Payment, School Store, My Billing Accts, My Order History, My Payment History), and 'More Info' (Help / FAQ, Send Us Feedback, Log Out). The main content area is titled 'Getting Started' and contains three steps: 'Step 1. If you are a parent, look up your students and add them to your household.', 'Step 2. Make a payment.', and 'Step 3. Visit our school store to purchase other school related items.' Below Step 1 is a note: '\* If you are an alumni or school supporter or do not have children enrolled in the school district you may skip step 1.' To the right is a 'My Household' section with a table listing 'Allen, Ronnie' and 'Brewer, Johnny'. An arrow points to the 'look up your students' text in Step 1.

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

### Step 2 – Enter Student Information

The screenshot shows the 'Add Student' form. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Add Student' and contains the instruction: 'To find a student please select the name of the school, enter the student's name and info, and choose Find.' Below this is a form with the following fields: 'School' (a drop-down menu with '--select--'), 'First Name', 'Last Name', and 'Student #'. A note below the Student # field says 'Don't have your child's student ID?'. A legend indicates that a red square symbol '■' indicates a required field. At the bottom of the form are two buttons: 'FIND STUDENT' and 'CANCEL'. An arrow points to the 'FIND STUDENT' button.

Select your school district from the drop-down menu. Enter the student's first name, last name and Student ID Number. In some districts you may be asked to provide the student's date of birth. Once completed, click **Find Student**.

### Step 3 – Add Student

The screenshot shows a green sidebar menu on the left with options: E-mail Preferences, Cafeteria Purchases, My Household, Payment Center, My Basket, Make A Payment, School Store, My Credit Cards, My Order History, My Payment History, and More Info. The main content area is titled 'Add Student' and contains the text: 'Found a match. If this is the correct student please click Add to attach the student to your household.' Below this text, the search results are displayed: 'First Name: Student', 'Last Name: Name', and 'Grade: 0'. At the bottom of the results area, there are two blue buttons: 'ADD STUDENT' and 'CANCEL'. A black arrow points from the 'ADD STUDENT' button to the left, and another black arrow points from the 'CANCEL' button to the right.

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

The screenshot shows the same green sidebar menu as in Step 3. The main content area is titled 'Add Student' and contains the text: 'Successfully added the student to your household.' Below this text, there are two blue buttons: 'ADD ANOTHER STUDENT' and 'FINISH'. A black arrow points from the 'FINISH' button to the left.

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**.



**Deposit Money into a Student Account**

Once you have added students to your Household, their names and schools will appear by clicking the **My Household** link on the left-hand side of the page. 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 navigation menu with links like 'My User Profile', 'Payment Center', and 'More Info'. The main content area has the 'myHousehold' logo and a 'Print Friendly' icon. Below the logo is a message: '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 'Make A Payment' button is highlighted with a black arrow. Below this, there are links for 'View Cafeteria Purchases', 'Change Schools', and 'Remove Student'. A table titled 'Account Balances' shows a balance of \$10.00 for 'County Elementary Cafeteria' as of Mar 17, 2011.

Account	Balance	Last Updated By School
County Elementary Cafeteria	\$10.00	Mar 17, 2011 6:15 PM

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. The left navigation menu is similar to the previous page. The main content area has the 'School Store' logo and a message: 'Please enter the amount to pay on each account.' Below this, there are two identical forms for 'County Elementary Cafeteria'. Each form has a 'Payment Amt' field with a dollar sign and a colon. At the bottom, an 'ADD TO BASKET' button is highlighted with a black arrow.

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

### Step 3 – Review Deposit Amount(s)

**My Basket**

Name	Student	Unit Price	Quantity	Total Price	
County Elementary Cafeteria		\$5.00	1	\$5.00	<a href="#">Remove</a>

[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**.

### Step 4 – Payment Information

Payment options can vary from district to district. In some districts there may be additional payment options such as e-check.

**Payment Information**

■ indicates required field

Card Type:

Card Number ■:  (ex: 1234567890123456)

Expiration Date:

Name on Card ■:

Billing Address ■:

City ■:

State/Province:

ZIP/Postal code ■:

**Note:** Please ensure your billing address matches the record on file with your credit card provider.

You may update your credit card information at a later time by selecting 'My Credit Cards'.

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

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

## Step 5 – Card Verification Code



My User Profile  
E-mail Preferences  
Cafeteria Purchases  
My Household

Payment Center  
My Basket  
Make A Payment  
School Store  
My Credit Cards  
My Order History  
My Payment History

More Info  
Help / FAQ  
Contact Us  
Send Us Feedback  
Log Out

### Order - Card Verification


Please enter the card verification number from your credit card.

■ indicates required field

Verification Code

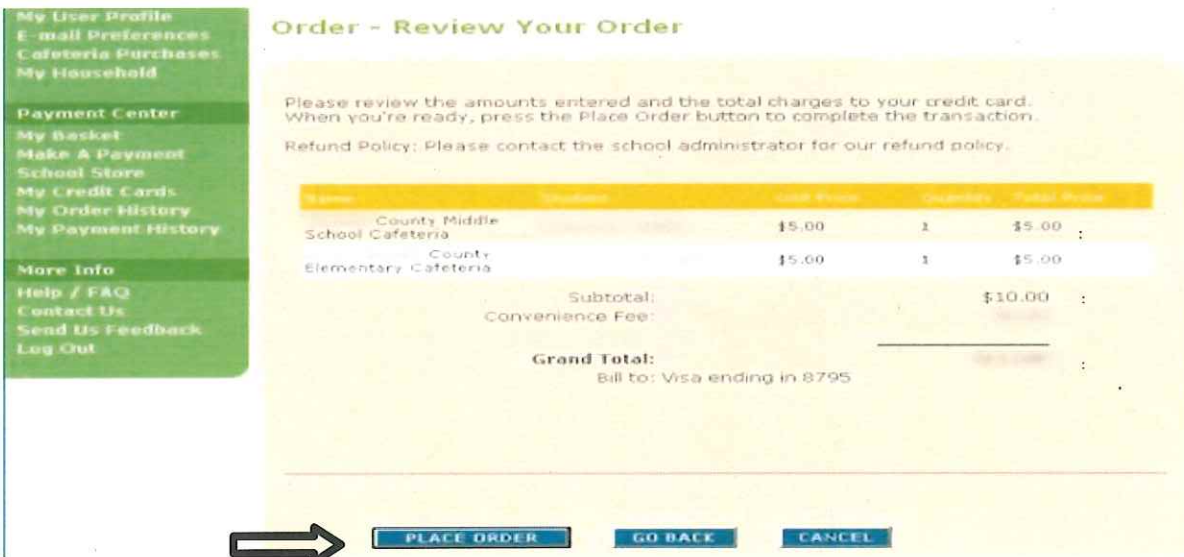
[CONTINUE](#) [GO BACK](#) [CANCEL](#)

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



My User Profile  
E-mail Preferences  
Cafeteria Purchases  
My Household

Payment Center  
My Basket  
Make A Payment  
School Store  
My Credit Cards  
My Order History  
My Payment History

More Info  
Help / FAQ  
Contact Us  
Send Us Feedback  
Log Out

### Order - Review Your Order

Please review the amounts entered and the total charges to your credit card. 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	Quantity	Unit Price	Quantity	Total Price
County Middle School Cafeteria	1	\$15.00	1	\$15.00
County Elementary Cafeteria	1	\$15.00	1	\$15.00
Subtotal:				\$10.00
Convenience Fee:				\$0.00
<b>Grand Total:</b>				<b>\$10.00</b>

Bill to: Visa ending in 8795

[PLACE ORDER](#) [GO BACK](#) [CANCEL](#)

Review your order and make sure that all deposits are correct. This screen will show the amount of deposit for each student, a subtotal of the payment and then the total payment amount including any convenience fee to make a payment. 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 Oder, a printable receipt (sample below) will open in a new window.

2/17/2011 mySchoolBucks - Your County Schools

**Order**

**ID:** [redacted]  
**Date:** Feb 17, 2011 8:47 AM  
**Status:** closed  
**School District:** Your County Schools  
**Store:** Food Services Store  
**Name:** [redacted]  
**Address:** [redacted]  
**Daytime phone:** [redacted]  
**Evening phone:** [redacted]  
**E-mail Address:** [redacted]

**Sample MySchoolBucks Receipt**

<u>Name</u>	<u>Student</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Total Price</u>
Elementary School Cafeteria	[redacted]	\$12.00	1	\$12.00
<b>Subtotal:</b>				<b>\$12.00</b>
<b>Convenience Fee:</b>				<b>\$1.00</b>
<b>Grand Total:</b>				<b>\$13.00</b>

Bill to: Visa ending in 1234

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

Payments are typically posted to your student’s account shortly after the payment is made. In rare cases, however, it may take longer for the payment to reach the school due to unforeseen issues. If this occurs, please check to ensure that your payment was completed and allow one school day.