

mySchoolBucks®

<https://www.myschoolbucks.com>

Getting Started Guide



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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 Account

Help Contact Us

MY SCHOOL BUCKS

School Payments Made *Easy*

Pay for school meals and more, anytime, anywhere from your computer or smartphone. Create your FREE account to get started.

SIGN UP TODAY

Login to your account

username

password

Remember my ID **LOG IN**

Forgot your username or password?
Don't have an account? Sign up today!

CONVENIENT
Pay for meals, check balances, and view purchases from anywhere.

SECURE
You're protected by the highest industry standards including PCI and CISP.

MOBILE
Wherever you go, take MySchoolBucks with you.

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

- A returning user will complete the “**LOGIN TO YOUR ACCOUNT**” and click the “**LOG IN**” button.
- All new parent users will click the “**SIGN UP TODAY**” button.

Step 2 – Select State

Sign Up

Search for your district by state

California ▼

Select District ▼

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

Step 3 – Select School District

Sign Up

Search for your district by state

California ▼

Select District ▼

- Tahoe-Truckee Unified School District
- Tamalpais Union High School District
- Temple City Unified School District
- WestCareEntandPrepay
- The Carey School**
- The Kings Academy
- Torrance Unified School District

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

Step 4 – Enter Parent Information

NOTE: This will be your username

MUST be at least 4 characters long

MUST be at least 4 characters long

By creating an account, I accept the MySchoolBucks [Terms of Service](#) and [Privacy Policy](#).

CANCEL

CREATE ACCOUNT

Complete all areas then click the **“CREATE ACCOUNT”** button.

Your user profile was created successfully. A welcome email has been sent to your inbox. Now let's add a student...

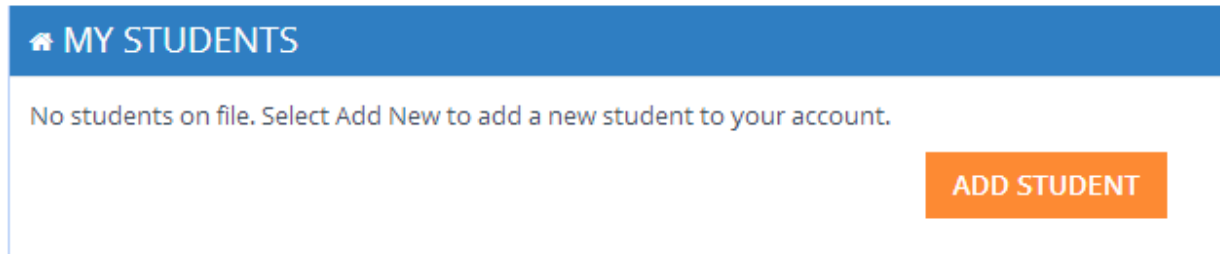
CONTINUE TO ADD A STUDENT

SKIP THIS STEP, I'LL DO IT LATER

ADDING STUDENTS TO YOUR ACCOUNT (“ My Students”)

Once you have created a parent account, click **My Students** on the page to add students to your account.

Step 1 – Student Lookup



MY STUDENTS

No students on file. Select Add New to add a new student to your account.

ADD STUDENT

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

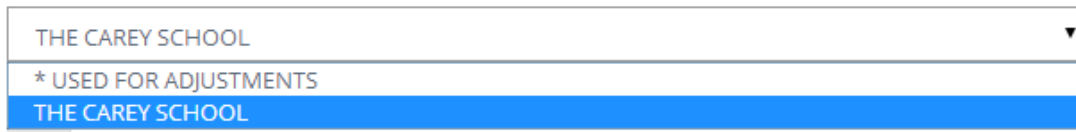
Step 2 – Enter Student Information

Make sure **THE CAREY SCHOOL** is in the drop down menu.

Add Student

To add a student to your account please enter their name and identifying information.

The Carey School



THE CAREY SCHOOL ▼

* USED FOR ADJUSTMENTS

THE CAREY SCHOOL



Last Name

One of the following is required to validate your student



Birthdate (mm/dd/yyyy) ▼

- or -



Student #

[Don't have your child's student ID?](#)



CANCEL FIND STUDENT

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

Add Student

First Name:
Last Name:
Grade:

Send email when meal account balance reaches or falls below:
\$

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

Step 4 – Finish or Add Another Student

The student you selected has been successfully added to your household.

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

MY STUDENTS

ABERER, MADISON

n/a

+ Add a Student

MAKE A PAYMENT



SETUP AUTO PAYMENTS
to set it and forget it



ADD MONEY
to your meal account

To deposit money into one or more student accounts, click **ADD MONEY**.

Step 2 – Enter Deposit Amount

STUDENT	BALANCE	SELECT AMOUNT					TOTAL
EMILY ADAMSON	\$108.50	\$0	\$25	\$35	\$45	OTHER	\$0.00

Choose a payment method



Bank Routing Number

Only U.S. bank accounts are accepted.

Checking Account Number

Confirm Checking Account Number

Name on Account

Billing Address

City

Alabama

Zip Code

Subtotal	\$0.00
Program Fee	\$0.00
Total	\$0.00

Make this automatic?



NO

PLACE ORDER

Select the amount you want to deposit into each student account, enter your payment information and then click **Place Order**.

Step 5 – 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.

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: ,

<u>Name</u>	<u>Student</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Total Price</u>
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