

# INTRODUCTION TO THE MYSCHOOLBUCKS



## Q: What is MySchoolBucks?

MySchoolBucks is a payment platform used by the Troy School District Food Service program for parents to apply funds to their child’s lunch account. Fees may be used for breakfast and snacks sold in schools, if applicable.

## Q: How do I log into MySchoolBucks? How can I find my account information?

If you do not have an account you will need to Sign Up Free. Create **one** account to view all your students:

- Go to the **MySchoolBucks** Web site at <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>
- Click Sign Up Free and fill in the personal information
- Click **Create Account**
- If you have an existing account, click **Log In**

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## Q: How do I add funds to my child's account?

Once you have logged in you will see a list of your children under the **MY STUDENTS**. If you have an existing account and there are funds applied, they will show up in the **ACCOUNT BALANCE** field. You can add children to your account by clicking the **Add a Student** button.

The screenshot shows the My School Bucks homepage. At the top, there is a navigation bar with the My School Bucks logo, School District, English, Help, and Notifications. Below the navigation bar, a welcome message reads: "Welcome to the Troy School District Payments Portal" and "\*\*\*Student ID numbers can also be found on their School Schedules, Report Cards or Edline Accounts." The main content area is divided into two sections: "MY STUDENTS" and "ACCOUNT BALANCE". The "MY STUDENTS" section has a search bar and an "Add a Student" button. The "ACCOUNT BALANCE" section shows a balance of \$28.20. Below these sections is a "SELECT YOUR STUDENT PAYMENT OPTION" area with two main options: "ADD ONE-TIME FUNDS" (Make a one-time payment to your student's account) and "SET UP AUTOPAY" (Set your balance once, and let us handle the rest. Eliminate one-time payments). At the bottom, there are three helpful links: "Need Help Navigating MSB?", "Track Your Child's Spending", and "Make Payments on the Go!".

## Q: How do I set up a One Time Payment?

To apply Funds on a **One-Time Basis** or as needed:

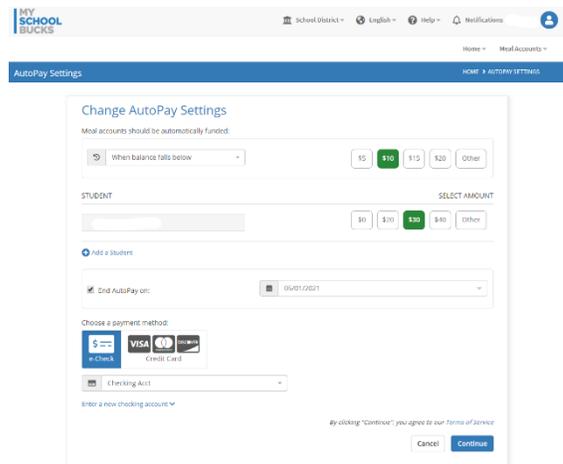
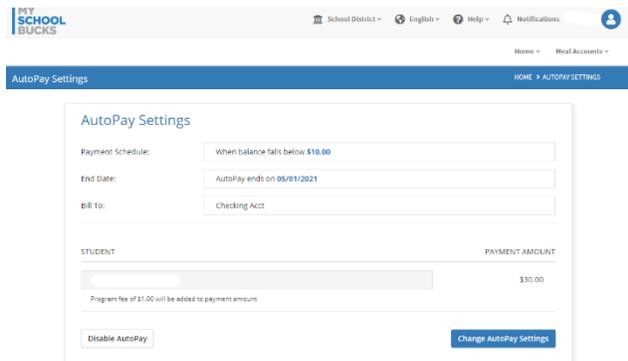
- Click the **ADD ONE-TIME FUNDS** button in the **SELECT YOUR STUDENTS PAYMENT OPTION** box.
- Select the **amount** or **other** to determine how much you will apply.
- Choose a **payment method** or enter a **new checking account**.
- Verify the fee totals that will be applied.
- Click **Continue**

The screenshot shows the "Place Meal Order" page. At the top, there is a navigation bar with the My School Bucks logo, School District, English, Help, and Notifications. Below the navigation bar, there is a breadcrumb trail: "HOME > MEAL ACCOUNTS > PLACE MEAL ORDER". The main content area is divided into two sections: "STUDENT" and "BALANCE". The "STUDENT" section has a search bar. The "BALANCE" section shows a balance of \$28.20. Below these sections is a "SELECT AMOUNT" section with buttons for \$0, \$20, \$30, \$40, and Other. The "AMOUNT" section shows a total of \$0.00. Below these sections is a "Choose a payment method" section with options for e-Check, VISA, M/C, and Credit Card. The "e-Check" option is selected, and a dropdown menu shows "Checking Acct". Below the dropdown menu is a link to "Enter a new checking account". At the bottom right, there is a "Continue" button.

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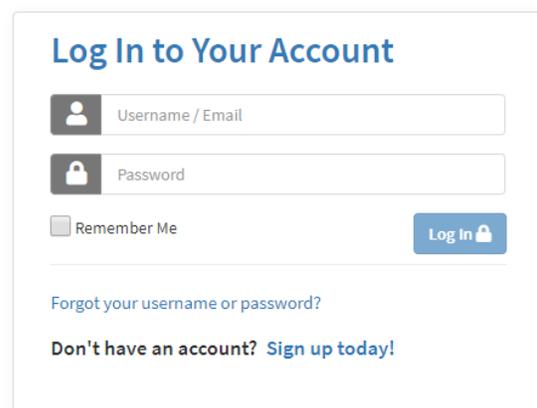
## Q: How do I set up AutoPay?

- Click the **ADD ONE-TIME FUNDS** button in the **SELECT YOUR STUDENTS PAYMENT OPTION** box.
- Click the **Change AutoPay Settings** button
- There is a **Disable AutoPay** button located in this window, as well.
- In the settings, select when you would like to automatically fund your account.
  - When balance falls below...
  - On a recurring basis...
- Select an amount based on the auto funding preference (this is generally used when you have more than 1 child account that needs to be funded) or...
- Select amount funded per student. Students can be added, as needed.
- Set an end AutoPay date, as needed.
- Choose payment method or add one
- Click Continue
- You will receive a receipt to verify.



## Q: How do I reset my password?

- Click the link **Forgot Username or Password**
- Enter the **username and email address for your account**, then click **Enter**
- You should receive the email as an email from your school. If you aren't seeing the email, check your Junk or Spam folder.
- Click on the **password reset link** in the email you receive.
- Enter a **new password**
- Login



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## Q: How do I track my child's purchase history or make payments from my phone?

- From the home screen, after login
- Navigate down to the bottom of the screen and click on Purchase History

MY STUDENTS

ACCOUNT BALANCE

\*\*\*Student ID numbers can also be found on their School Schedules, Report Cards or Edline Accounts.

SELECT YOUR STUDENT PAYMENT OPTION

ADD ONE-TIME FUNDS  
Make a one-time payment to your student's account.  
Make a Payment

SET UP AUTOPAY  
Set your balance once, and let us handle the rest. Eliminate one-time payments.  
View Settings

Need Help Navigating MSB?  
Watch our How-To Videos  
View Our FAQ

Track Your Child's Spending.  
Purchase History  
Scheduled Payments

Make Payments on the Go!  
Download the iPhone App  
Download the Android App

- This will show you a detailed report of what your child has purchased and how by selecting the **Cafeteria Purchases** tab.
- You can also view **Recent Payments** and **Scheduled Payments** by selecting the tabs at the top.

Download the appropriate app for **iPhone or Android** to manage your **MySchoolBucks** account on your mobile device.

Date	Account	Item	Serving Period	Payment Type	Amount	Balance
09/27/2019 11:26 AM	ATHENS HIGH SCHOOL Cafeteria	Diet 20 oz.	---	PrePay	-\$1.25	\$28.29
09/27/2019 11:12 AM	ATHENS HIGH SCHOOL Cafeteria	Chips	---	PrePay	-\$1.70	\$29.45
09/27/2019 11:12 AM	ATHENS HIGH SCHOOL Cafeteria	PAID SECONDARY LUNCH	---	PrePay	-\$2.65	\$31.15
09/20/2019 11:09 AM	ATHENS HIGH SCHOOL Cafeteria	Ext Entree \$2.00	---	PrePay	-\$2.00	\$33.80
09/20/2019 06:12 AM	ATHENS HIGH SCHOOL Cafeteria	Imported ROA	---	Cash	\$30.00	\$33.80
09/18/2019 11:16 AM	ATHENS HIGH SCHOOL Cafeteria	PAID SECONDARY LUNCH	---	PrePay	-\$2.65	\$5.80

View All Purchases