Navigate to h   o   h   h

on your computer or open the PowerSchool app on your mobile device. (NOTE: This tip sheet will show the desktop computer view.)
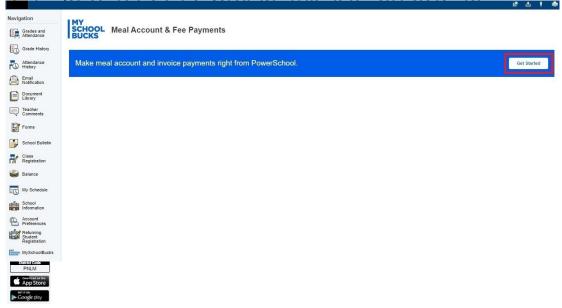
Once you have logged into your parent portal, you will see the dashboard for your student(s).

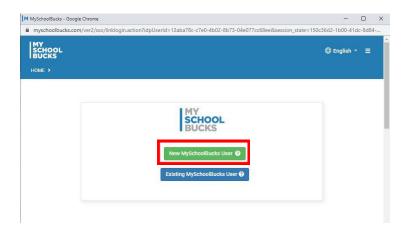Select **MySchoolBucks** in the navigation frame on the left side of the screen.

FIRST TIME ONLY. The first time you select this screen, you will need to link your parent PowerSchool account with MySchoolBucks. Click the **"Get Started"** button to connect these services.
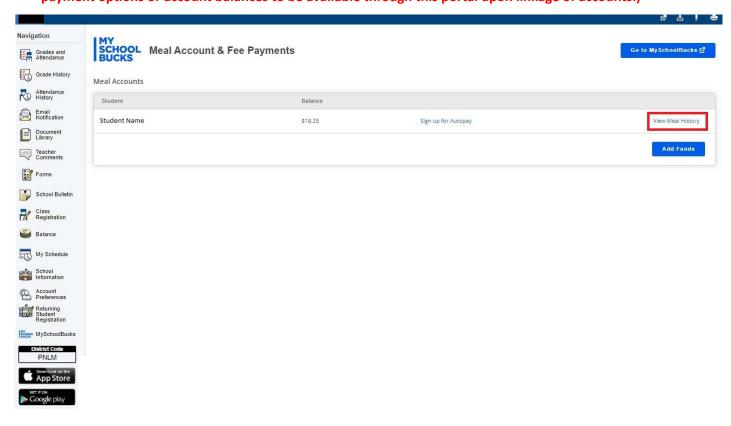

Need help? Please contact us at 816-489-7010 or mealbenefitsprogram@bsd124.org.

FIRST TIME ONLY. The screen below should open in a new window once you click **"Get Started"** in the PowerSchool parent portal.

Select the green **"New MySchoolBucks User"** button. The systems will then link based on your PowerSchool credentials.
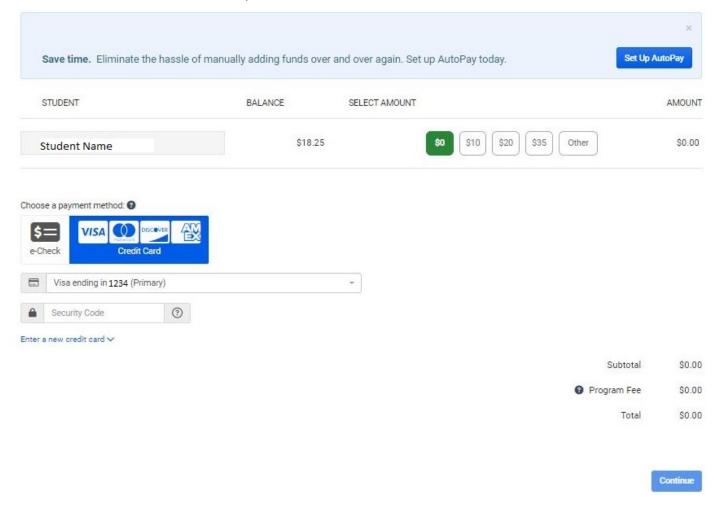
Once the accounts are linked (this should only take a few seconds), the screen will return to the PowerSchool portal and show all students and their current meal account balances. From this screen, parents may begin the payment process by selecting **"Add Funds."** **(NOTE: In some cases, it may take up to 24 hours for payment options or account balances to be available through this portal upon linkage of accounts.)**

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Making a Payment. From the PowerSchool portal (MySchoolBucks tab), select **Add Funds.** A separate screen will open and display the authorized students, payment amount entry, and payment method. Follow the screen prompts to complete this process and add payment information to this system. (The payment method entered will be saved for future use.)
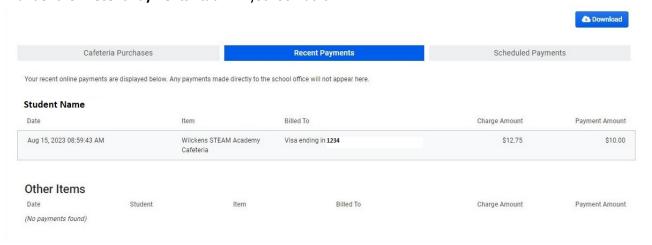
				×
Save time. Eliminate the hassle of manually adding funds over and over again. Set up AutoPay today.				Set Up AutoPay

STUDENT	BALANCE	SELECT AMOUNT		AMOUNT
Student Name	$18.25	$0 $10 $20 $35 Other		$0.00

Choose a payment method: ❓

e-Check	VISA · DISCOVER · AMEX — Credit Card

🔲 Visa ending in 1234 (Primary)

🔒 Security Code   ⦵

Enter a new credit card ⌄

	Subtotal	$0.00
❓	Program Fee	$0.00
	Total	$0.00

Continue

Once all information has been entered and you select "**Continue"** from the original entry screen, a checkout screen will appear. Please review the information input in the previous screen, then click **"Fund Now!"** to process the payment.

Successful payments will receive a confirmation message and number on the following screen. To receive an email confirmation, please configure this option in the **User Profile** of MySchoolBucks.

Funds are available within the student's meal service account within 1-3 minutes of a successful payment. The funds are available for student use, but please allow up to 5 minutes for this updated balance information to be displayed in the parent portal in PowerSchool. A history of all payments may be viewed under the **"Recent Payments"** tab in MySchoolBucks.

Need help? Please contact us at 816-489-7010 or mealbenefitsprogram@bsd124.org.

Additional features available in parent portal of MySchoolBucks

- Set up a low balance alert at your preferred minimum balance amount
- Automatically fund accounts when balance reaches a desired amount

Still having issues?

- If you're seeing $0.00 after your setup, please wait 5-10 minutes before checking again. If there is a "re-sync" button in the upper right corner of your screen in PowerSchool (on the MySchoolBucks tab), please click that and see if the balances appear.

- If you are seeing N/A for an available balance, you may need to wait for an overnight pass to correct a glitch in the initial setup phase. This is happening to a small number of parent accounts.

- **If you need additional assistance with your account,** you can find helpful how-to videos and answers to commonly asked questions by visiting myschoolbucks.com. Or, you can contact MySchoolBucks directly by logging into your account to start a chat conversation or give them a call at (855) 832-5226.