



### PLEASE NOTE

The service fee to fund student meal accounts is **\$2.75 per transaction**.  
There is no minimum payment amount and multiple students may be added to an individual transaction for the same fee.  
To avoid paying a transaction fee, households may submit payment via check or cash to their student's school building.

Navigate to [h o h h](https://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.

The screenshot shows the PowerSchool SIS dashboard. On the left is a navigation menu with items like Grades and Attendance, Grade History, Attendance History, Email Notification, Document Library, Teacher Comments, Forms, School Bulletin, Class Registration, Balance, My Schedule, School Information, Account Preferences, Returning Student Registration, and MySchoolBucks. The MySchoolBucks item is highlighted with a red box. The main content area shows 'Grades and Attendance' for a student, with tabs for 'Grades and Attendance' and 'Standards Grades'. It displays two weekly attendance grids for 'Last Week' and 'This Week'. A legend at the bottom explains attendance codes: Blank=Present, A=Absent/Unexcused, B=Bus Delay, C=Early Dismissal, F=Field trip/School Activity, Absence, S=Suspension School.

**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.

The screenshot shows the MySchoolBucks dashboard. On the left is a navigation menu with items like Grades and Attendance, Grade History, Attendance History, Email Notification, Document Library, Teacher Comments, Forms, School Bulletin, Class Registration, Balance, My Schedule, School Information, Account Preferences, Returning Student Registration, and MySchoolBucks. The MySchoolBucks item is highlighted with a red box. The main content area shows 'MY SCHOOL BUCKS Meal Account & Fee Payments'. A blue banner at the top says 'Make meal account and invoice payments right from PowerSchool.' and a 'Get Started' button is highlighted with a red box.

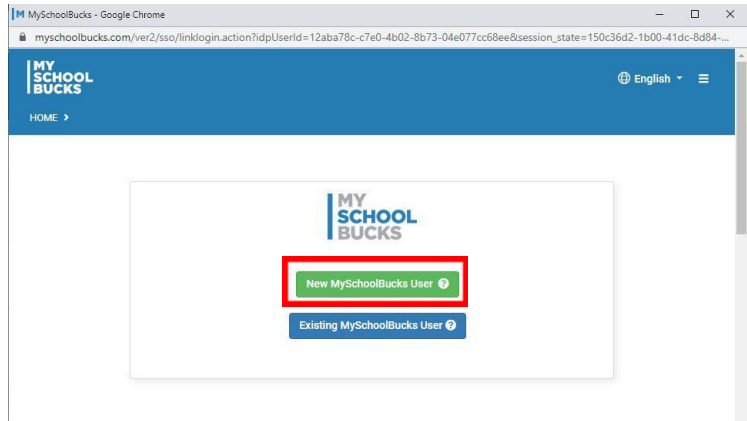
Need help? Please contact us at 816-489-7010 or [mealbenefitsprogram@bsd124.org](mailto:mealbenefitsprogram@bsd124.org).



## PowerSchool / MySchoolBucks: U Online Payments

**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.)**

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Document Library
- Teacher Comments
- Forms
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- Returning Student Registration
- MySchoolBucks

**MY SCHOOL BUCKS Meal Account & Fee Payments**

[Go to MySchoolBucks](#)

**Meal Accounts**

Student	Balance	
Student Name	\$18.25	Sign up for Autopay

[View Meal History](#)

[Add Funds](#)

**District Code**  
PNLM

Download on the App Store

GET IT ON Google play

Need help? Please contact us at 816-489-7010 or [mealbenefitsprogram@bsd124.org](mailto:mealbenefitsprogram@bsd124.org).



## PowerSchool / MySchoolBucks: U Online Payments

**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
<div>Student Name</div>	\$18.25	<div><div>\$0</div><div>\$10</div><div>\$20</div><div>\$35</div><div>Other</div></div>	\$0.00

Choose a payment method: ?

\$=

e-Check

VISA

DISCOVER

AM EX

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



## PowerSchool / MySchoolBucks: U Online Payments

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.

MY SCHOOL BUCKS

Belton School District 124

Admin Tools Home Meal Accounts Help English

HOME > MEAL ACCOUNTS > PLACE ORDER > CONFIRM ORDER

Please review your order and click "Fund Now" to confirm.

STUDENT	BALANCE	AMOUNT
Student Name	\$18.25	10.00

Bill To: Visa ending in 1234

Subtotal10.00

Program Fee2.75

Total12.75

Cancel

Fund Now!

By clicking "Fund Now!", you agree to our Terms of Service.

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.

### Payment Confirmation

Your payment (confirmation code: "6WLSEJAF2NS1713") is being processed. Thank you!  
The payment will appear on your statement as "Belton Sch Nutrition Meals".

#### Please Note:

- This payment will show as "pending" on your Student Accounts page until it posts to your student's account at their school.
- You will receive an email confirmation for this payment if you have enabled payment confirmations in your **User Profile**.

[Recent Payments](#)[Meal Accounts](#)

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.

Download

Cafeteria Purchases	Recent Payments	Scheduled Payments		
Your recent online payments are displayed below. Any payments made directly to the school office will not appear here.				
Student Name				
Date	Item	Billed To	Charge Amount	Payment Amount
Aug 15, 2023 08:59:43 AM	Wilckens STEAM Academy Cafeteria	Visa ending in 1234	\$12.75	\$10.00

Other Items

Date	Student	Item	Billed To	Charge Amount	Payment Amount
(No payments found)					

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### 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](https://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.