



MYSCHOOLBUCKS INSTRUCTIONS FOR STAFF



Call the Food Services Director at ext 4845 or Carolyn Mahar at ext 5212 to enter you into the system.

Please wait 24 hours before registering at www.MySchoolBucks.com

Registering for myschoolbucks.com:

- You will need your staff ID number which is the 5 digit number located on the back of your school ID card.
- Go to www.myschoolbucks.com. –
- Click on the green box on the left middle of the screen where it says “New User? Sign Up Here” to create an account.
- Select New York State, then select the Rye Neck School District.
- Enter your information and answer the questions. Click on “create account”; then click on “add student” and choose “District Staff”;
- Enter your name and 5 digit ID number then click on “find student”, when your name comes up hit “Finish”.
- Click on “make a payment” to add money to your account.
- After you create your account, you can set up automatic payments (box on the lower left of the screen).
- Use “manage your account” on the lower right of the screen to make changes to your account.
- If you already created an account in the past, go to the right of the screen and enter your email address and password.

How to Make a Deposit to New and Existing accounts:

- Go to myschoolbucks.com and enter your email address and password.
- Your name and balance will show
- Click on the orange box that says “make a payment” and enter your credit card information and choose an amount for your payment.
- Hit submit.

To add your Staff Account to an Existing myschoolbucks.com Account:

- When you log in to Myschoolbucks.com, go to Manage my account on the bottom right of the screen and click on the “add a student” box.
- Make sure to choose “District Staff”.