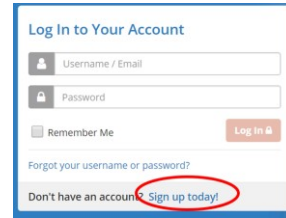
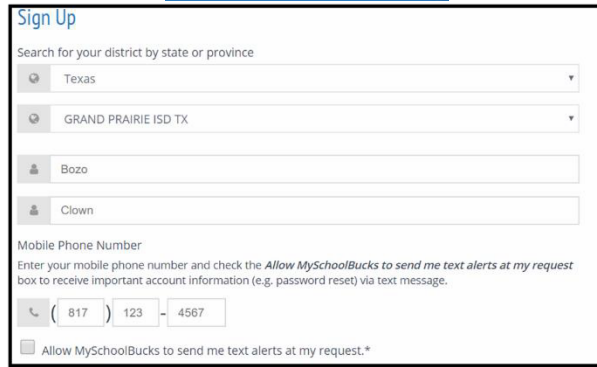


# MY SCHOOL BUCKS FOR TEACHERS AND STAFF

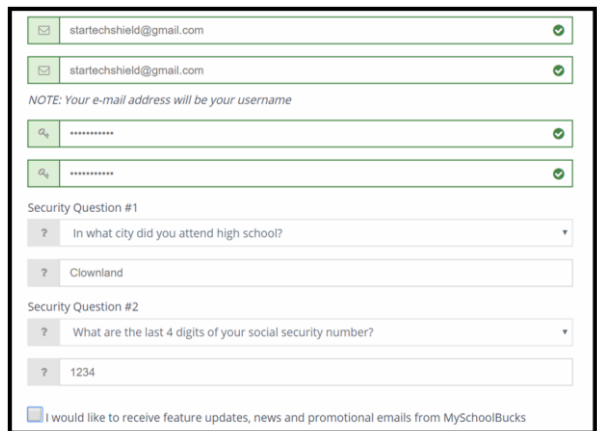
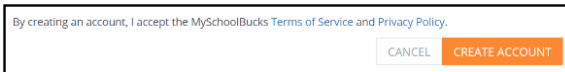
1. Go to <http://myschoolbucks.com/> and create an account. If you already have an account from a previous year, you can skip to step 9.



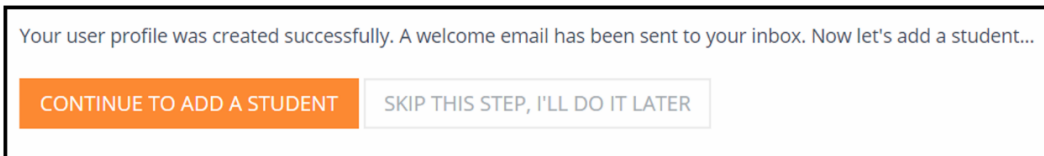
2. Enter the state, District Name, First and Last Name.



3. Enter your e-mail address, password and security questions.
4. Review "Terms of Service" and "Privacy Policy" and select "CREATE ACCOUNT".



5. Select "CONTINUE TO ADD A STUDENT"



# MY SCHOOL BUCKS FOR TEACHERS AND STAFF

6. Select “**District Staff**”, enter your First and Last Name. Then enter the capital letter “**A**” followed by an underscore, followed by your employee number. (On the front of your badge.) **\*\*\*Instead of District Staff, you might have to enter the campus you are currently teaching.**

Select “**FIND STUDENT**”.

7. Uncheck “Send email” and select “**ADD STUDENT**”.

**Add Student**

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

GRAND PRAIRIE ISD TX

District Staff

Note: If your child attends school in a different school district please use the district selector at the top of the page to switch.

Bozo

Clown

A\_22196

Don't have your child's student ID?

CANCEL **FIND STUDENT**

**Add Student**

School: District Staff

First Name: **BOZO**

Last Name: **CLOWN**

When meal account balance reaches or falls below:

\$ 10.00

Send email

CANCEL **ADD STUDENT**

8. Select “**FINISH**”

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

ADD ANOTHER STUDENT **FINISH**

9. In the top right-hand navigation, select “**SCHOOL STORE**” and then “**Featured Items**”.

- SCHOOL STORE
- Featured Items**
- Browse All Items
- Categories >
- My Order History
- Scheduled Payments
- School Invoices
- View Cart / Checkout

10. Scroll down and located “**OPT INS MOBILE DEVICE**” and select “**VIEW DETAILS**”.

**FEATURED ITEMS**

OPT INS MOBILE DEVICE

**VIEW DETAILS**

11. Use the dropdown menu and select “**PROTECTION COVERAGE FOR DISTRICT OWNED IPAD AND LAPTOP (\$30.00)**”.

Select “**ADD TO BASKET**”.

**OPT INS MOBILE DEVICE**

TECHNOLOGY GRAPHICS

Student: CLOWN, BOZO

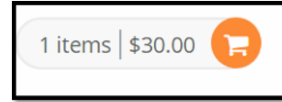
Options: **PROTECTION COVERAGE FOR DISTRICT OWNED IPAD AND LAPTOP (\$30.00)**

Quantity: 1

CANCEL **ADD TO BASKET**

# MY SCHOOL BUCKS FOR TEACHERS AND STAFF

12. In the upper right-hand corner, select your basket (cart).



13. Complete the payment information.

Choose a payment method:

E-CHECK  CREDIT CARD

Bank Routing #

*Only U.S. bank accounts are accepted*

Checking Account #

Confirm Checking Account #

Name on Account

Address Line 1

Address Line 2 (Optional)

City

Select State/Province

ZIP Code

Make this my primary billing account

Subtotal	\$30.00
Sales Tax	\$0.00
Program Fee	\$0.00

14. You are Done!