



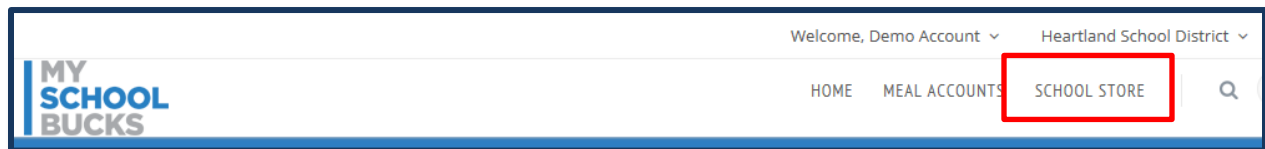
**MySchoolBucks**  
**School Store Guide**

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## Introduction to MySchoolBucks School Store

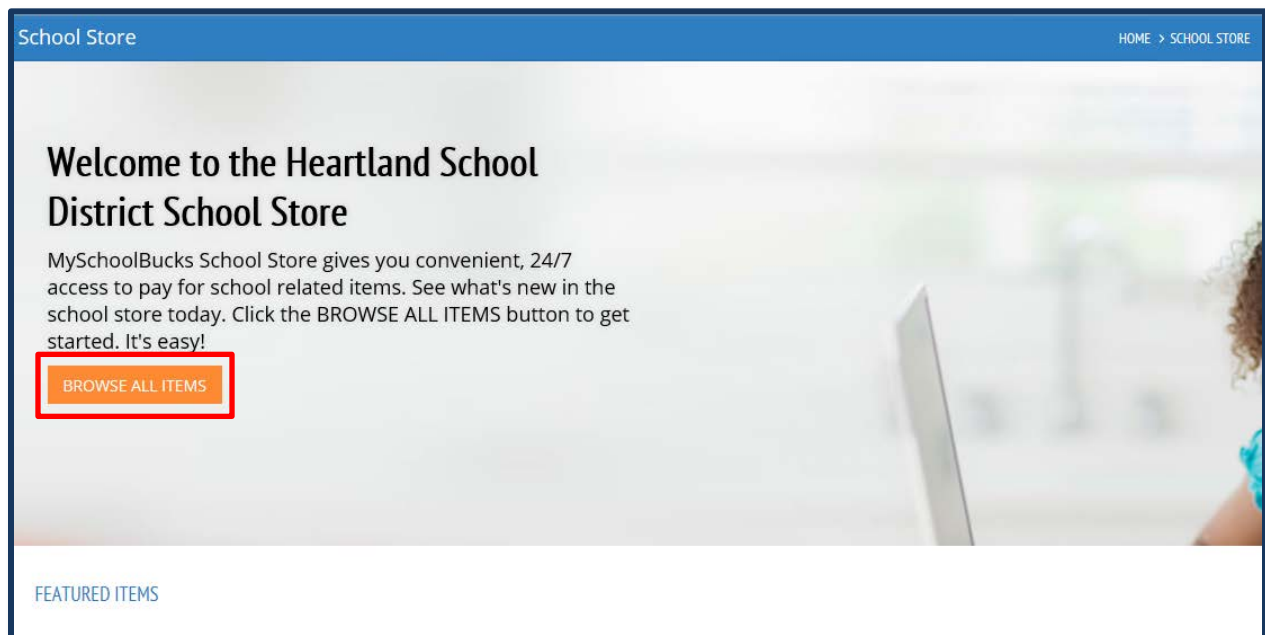
MySchoolBucks offers parent account holders the ability to make school purchases online using the School Store function. The School Store allows you to purchase products such as spirit wear, and it also allows you to pay for school expenses, such as library fees and field trips, quickly and conveniently. To access the School Store, click **SCHOOL STORE** from any page.



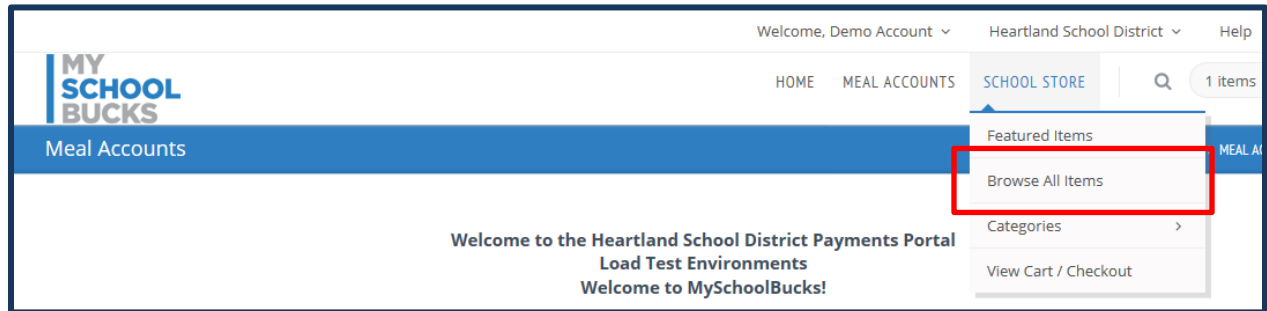
## Navigating the School Store

### Browse All Items

There are two ways to access your school store's online catalog. From the School Store Home page, click **BROWSE ALL ITEMS** to access the catalog for browsing.



Even if you are not on the Home page, you can access the school store catalog from any page on the site by hovering your mouse cursor over School Store and clicking **Browse All Items**.



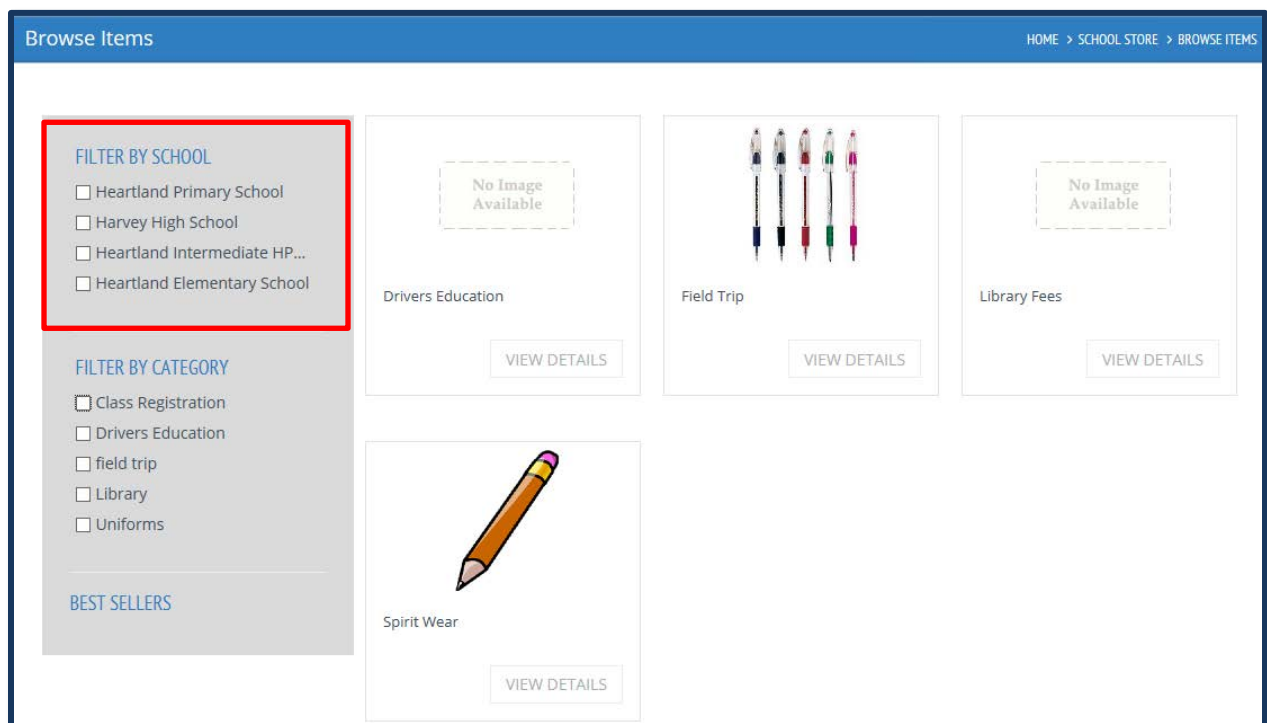
## Filtering Items

While browsing the items available in the School Store, you can make it easier to find what you are looking for by using the Filter By options.

### Filter By School

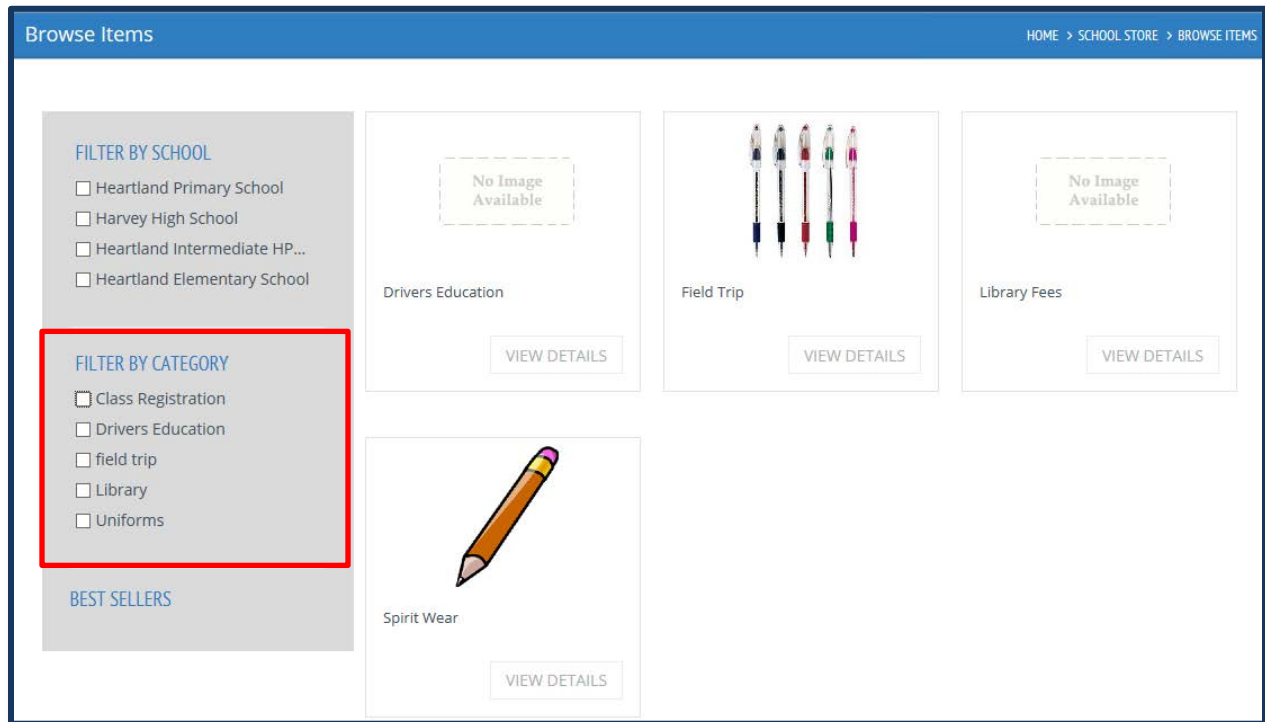
By default, the catalog shows items from all schools within your district. To show only items offered at a specific school, select the school under **FILTER BY SCHOOL**.

**Note:** You can select multiple schools to filter for more than one school at a time.

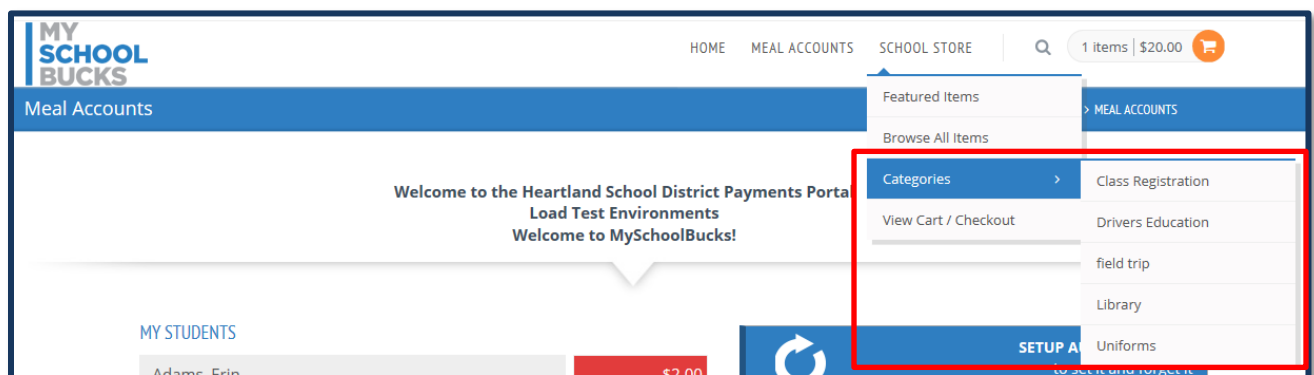


## Filter By Category

By default, the catalog shows all of the different items available within your district. To show only the types of items you are looking for, for example a class registration fee, select the desired option under **FILTER BY CATEGORY**.

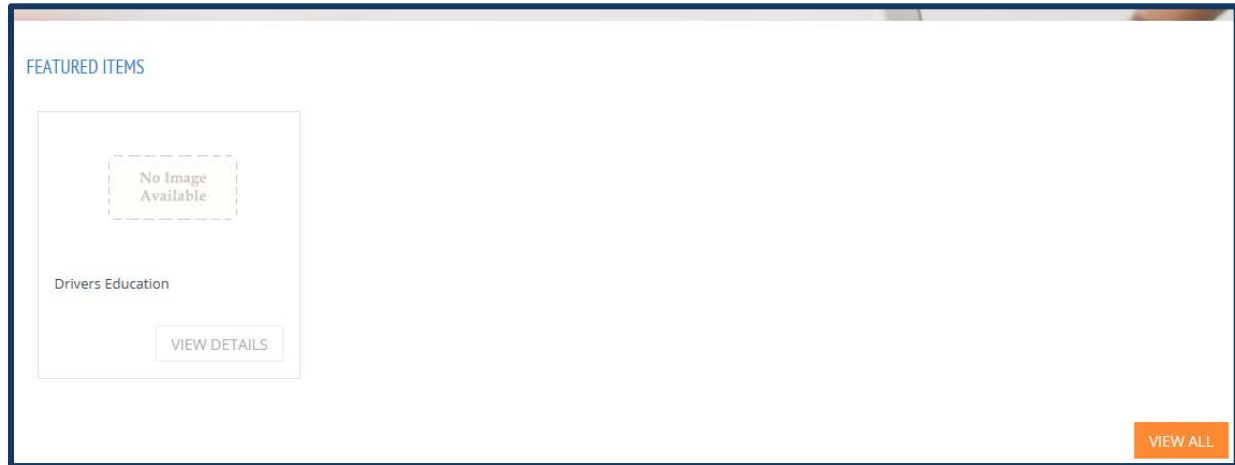


In addition to filtering on the Browse Items page, you can also access the store filters from any page by hovering your mouse cursor over School Store, hovering over Categories, and selecting the desired category from the list.



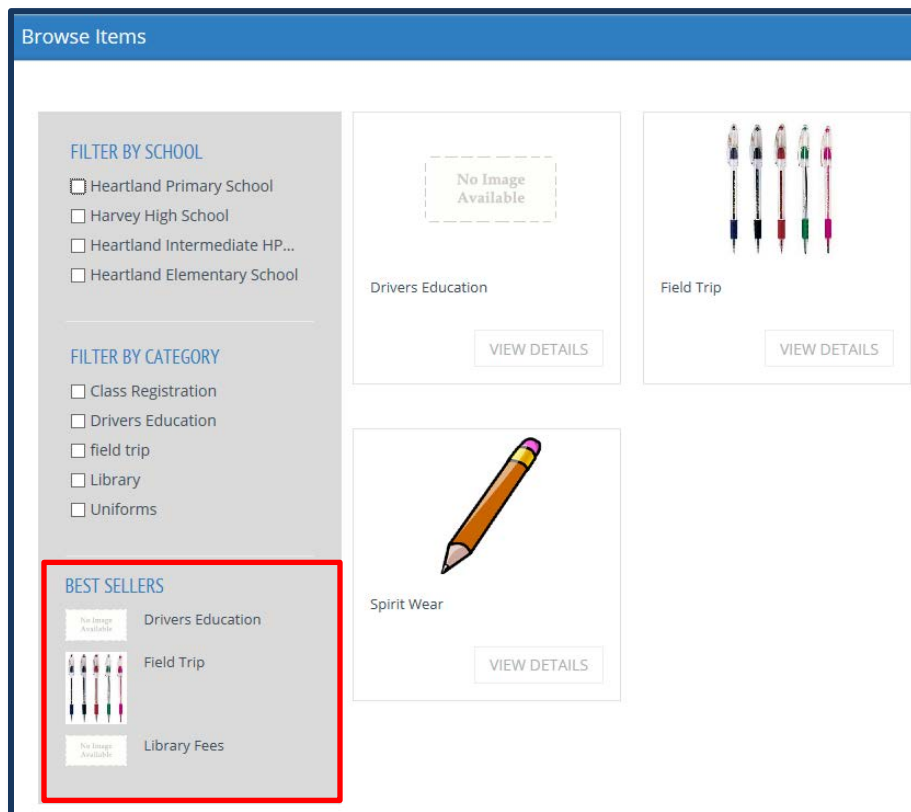
## Finding Featured Items

To see items featured specially by your school, look at the bottom of the School Store Home page. You can also view all items in the catalog from the Featured Items by clicking **View All**.



## Best Sellers

In addition to featured items, a list of the best-selling items is available from the Browse Items page under the Filter By options.



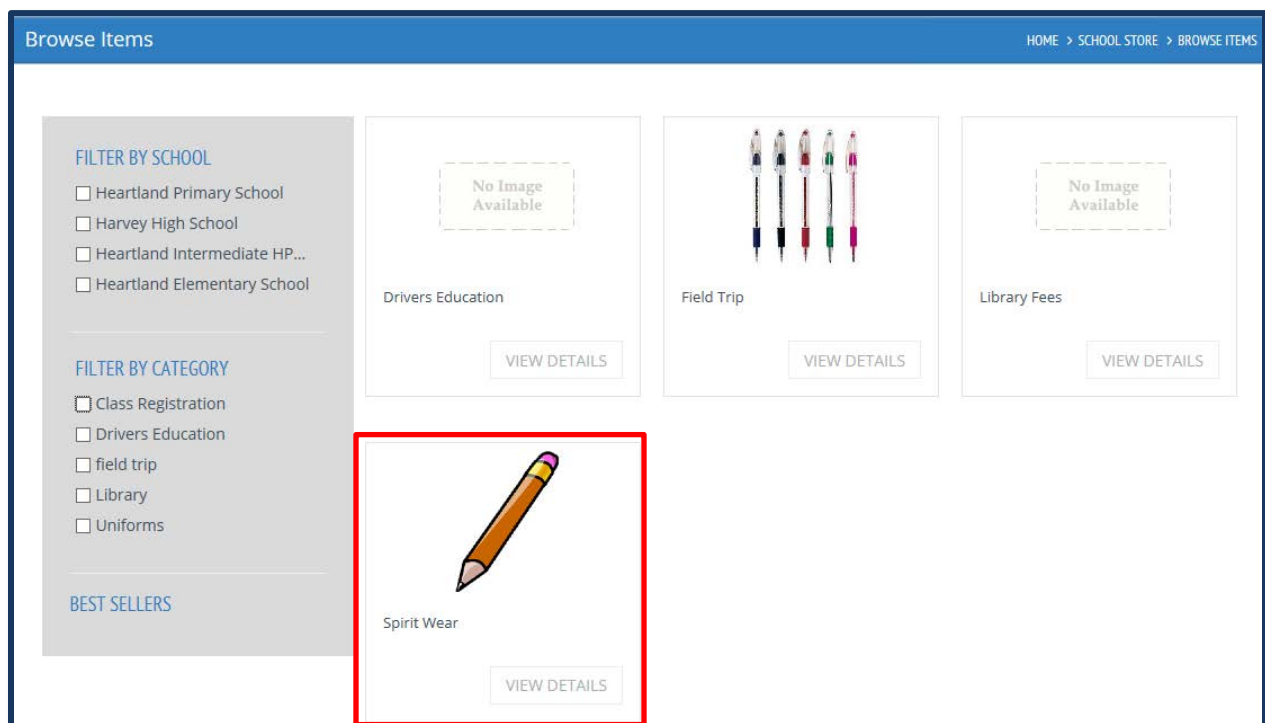
## Making a Purchase

The MySchoolBucks School Store allows parents to buy products as well as pay various types of school fees. Each type of item has a slightly different process when adding to the basket, but checking out is the same for all products.

### Adding Products to the Basket

To add a school product, such as spirit wear or supplies, to the basket for purchase, perform the following steps.

1. Click either the picture of the product or the **VIEW DETAILS** button under the product.

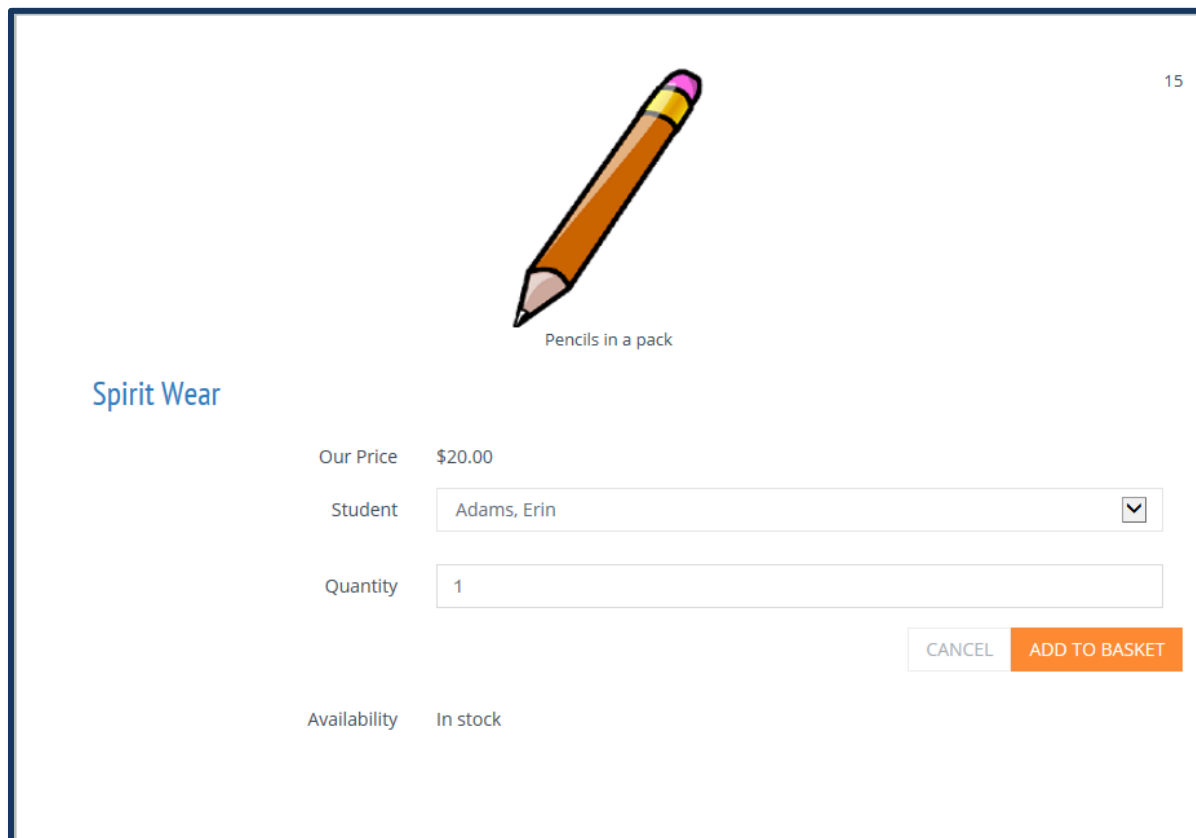


The price of the item is displayed as **Our Price**.

2. Select the student associated with the purchase from the **Student** drop-down menu.
3. Enter the number of items you want to purchase in the **Quantity** field. This field defaults to 1.

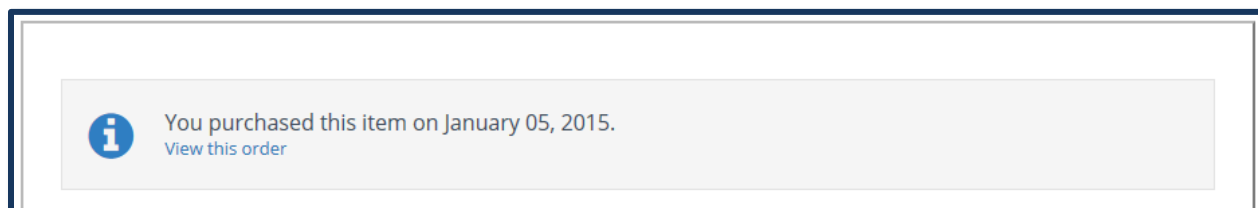
**Note:** The Availability field notes whether the item is in stock.

4. Click **ADD TO BASKET** to place the item in your basket to be purchased.



The screenshot shows a product detail page for 'Pencils in a pack'. At the top right, the number '15' is displayed. The product name 'Pencils in a pack' is centered below an image of a pencil. To the left of the product name is the text 'Spirit Wear'. Below the product name, the 'Our Price' is listed as '\$20.00'. The 'Student' field is a dropdown menu with 'Adams, Erin' selected. The 'Quantity' field is a text input with '1' entered. At the bottom right, there are two buttons: 'CANCEL' and 'ADD TO BASKET'. At the bottom left, the 'Availability' is listed as 'In stock'.

**Note:** If you have previously purchased a selected item, previous purchase information will appear above the product's name on the Product Detail page.



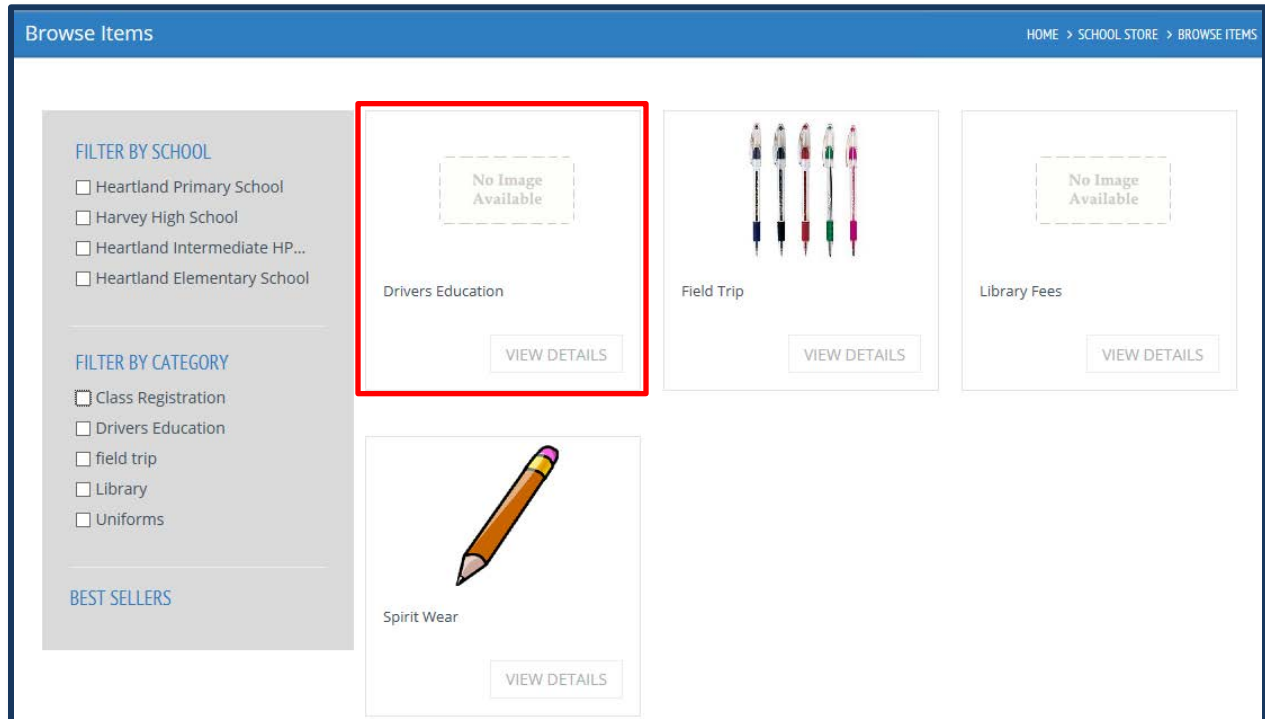
The screenshot shows a notification box with a blue information icon on the left. The text inside the box reads: 'You purchased this item on January 05, 2015.' Below this text is a link that says 'View this order'.



## Adding a Class Fee to the Basket

To add a class fee to the basket for purchase, perform the following steps.

1. Click either the picture of the fee or the **VIEW DETAILS** button under the fee.



The price of the item is displayed as **Our Price**.

2. Read the Attendance Policy Agreement and click the checkbox next to **Attendance Policy Agreement** to confirm that you have read and understand the agreement.
3. Enter a phone number for the student's emergency contact in the **Emergency Phone Number** field.
4. Enter the name for the student's emergency contact in the **Emergency Contact Name** field.

**Note:** The refund policy, if refunds can be made, is displayed under the Emergency Contact Name. The refund policy is decided by the district, and refund requests must be sent to the district, not MySchoolBucks.

5. Click **ADD TO BASKET** to place the item in your basket to be purchased.

### Drivers Education

Our Price \$100.00

Attendance Policy Agreement

Emergency Phone Number

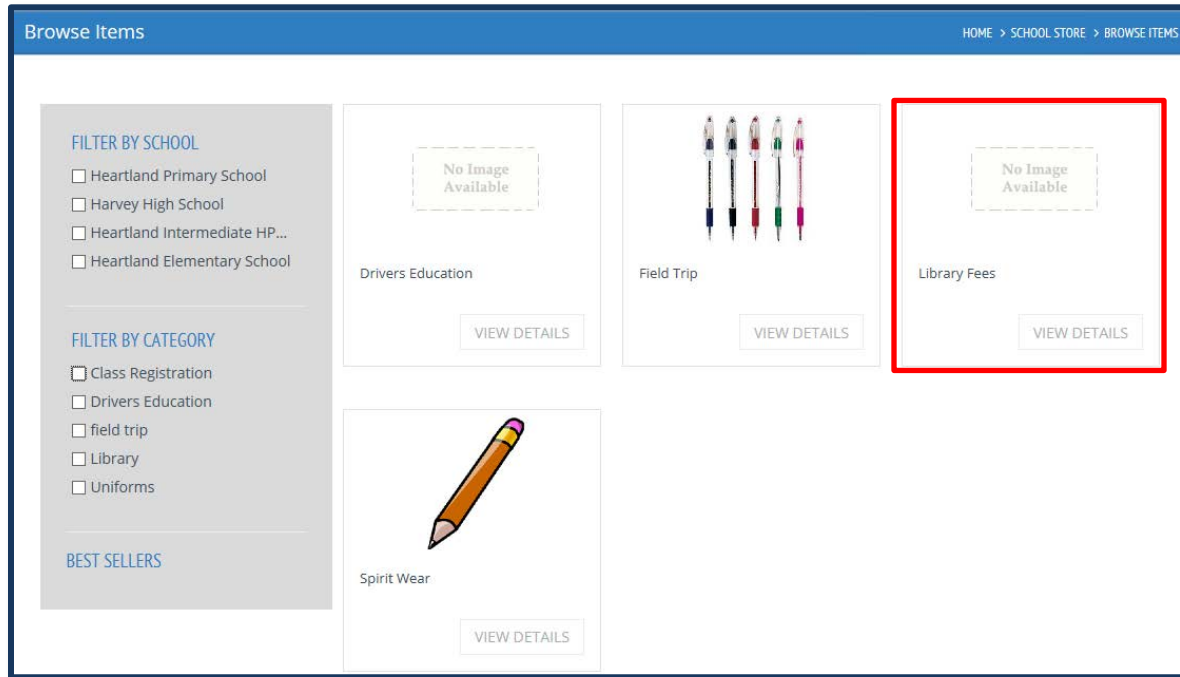
Emergency Contact Name

**Refund Policy:**  
Request for refunds must be submitted in writing to the district by July 3rd. There will be no ability for any refunds after July 3rd.

## Paying Library Fees

To add library fees to the basket for purchase, perform the following steps.

1. Click either the picture of the fee or the **VIEW DETAILS** button under the fee.



2. Enter the amount of money being paid for the fees in the **Amount to Pay** field.

**Note:** The specific amount of money owed to the library is not tracked by MySchoolBucks. It is up to the parent or guardian to obtain this information from the child's school.

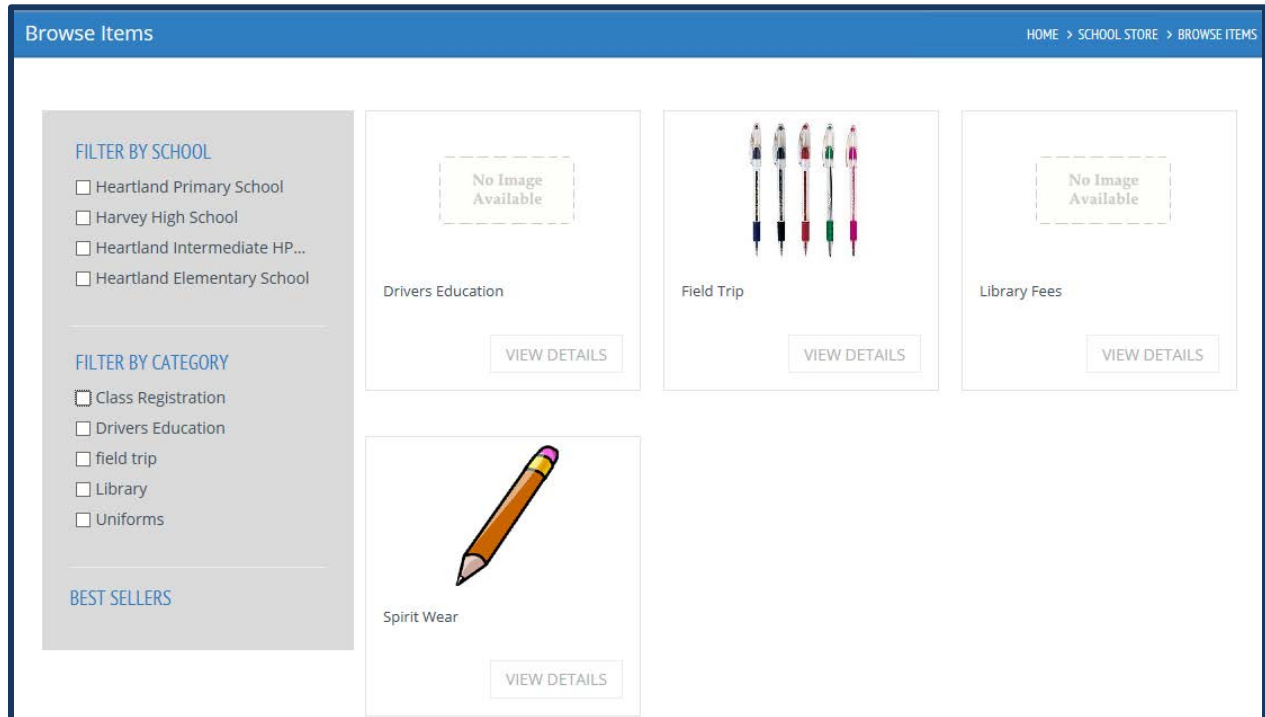
3. Select the student associated with the library fees from the **Student** drop-down menu.
4. Click **ADD TO BASKET** to place the item in your basket to be purchased.

The screenshot shows the 'Library Fees' detail page. It has a title 'Library Fees' in blue. Below the title, there are two input fields: 'Amount to Pay' with the value '5.00' and 'Student' with a dropdown menu showing 'Adams, Erin'. At the bottom right, there are two buttons: 'CANCEL' and 'ADD TO BASKET' (highlighted in orange).


## Paying for a Field Trip

To add the payment for a field trip to the basket for purchase, perform the following steps.

1. Click either the picture of the fee or the **VIEW DETAILS** button under the fee.



2. The price of the item is displayed as **Our Price**.
3. Select the student associated with the field trip from the **Student** drop-down menu.
4. Enter the number of field trip items you would like to purchase in the **Quantity** field.  
For field trip fees, this amount should be left at **1**.
5. Click **ADD TO BASKET** to place the item in your basket to be purchased.



Field Trip

Our Price

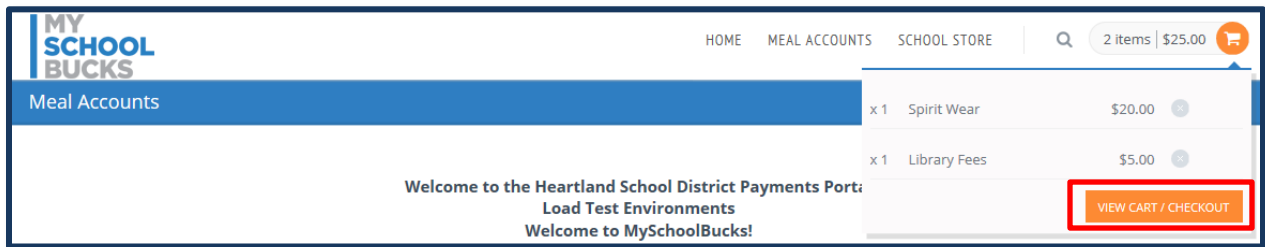
Student

Quantity

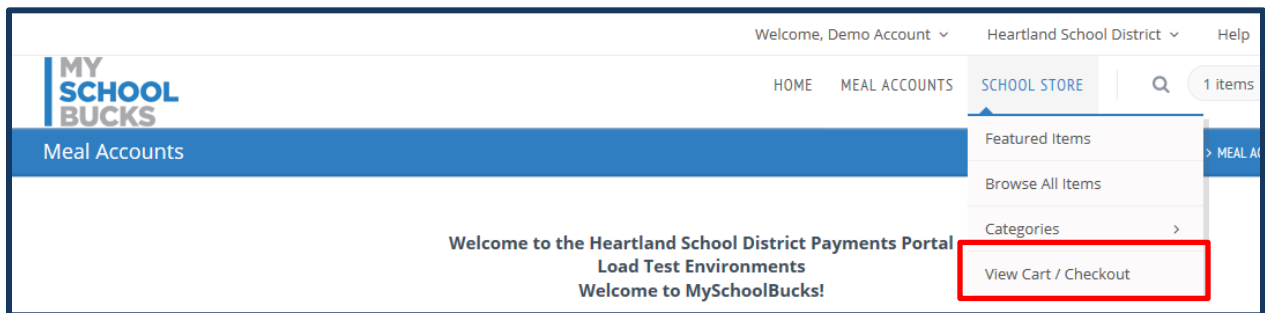
## View Cart/Checkout

After you have added at least one item to the basket for purchase, you can hover your mouse cursor over the shopping cart icon to view a list of items in the basket. From here, you can proceed to checkout to place your order and purchase your items by clicking **VIEW CART/CHECKOUT** or you can remove an item from the cart by clicking the **X** next to the item's price.

**Note:** The basket will only contain items being purchased during the current session. If you log out without placing your order, the basket will be cleared and the items will not be purchased.



Another way you can proceed to the checkout page is by hovering your mouse cursor over School Store and clicking **View Cart/Checkout**.



On the Place Order page, you can change the quantity of items being purchased by entering an amount in the **Quantity** column (for applicable items) and you can remove items by clicking the **X** next to their price.

Your total appears on the right. Select a payment method, either **eCheck** or **Credit Card**. When writing an eCheck, select the checking account from the drop-down menu. When using a credit card, select a credit card from the drop-down menu. If the preferred payment method does not appear in the menu, click **Enter a new checking account** to enter a new eCheck account or **Enter a new credit card** to enter a new credit card.

When you have finished reviewing your order, click **PLACE ORDER** to place the order and purchase the items.

The screenshot shows the 'Place Order' page with a blue header. The breadcrumb trail is 'HOME > SCHOOL STORE > PLACE ORDER'. The main content area contains a table with the following items:

Name	Student	Unit Price	Quantity	Amount	
Spirit Wear	Adams, Erin	\$20.00	<input type="text" value="1"/>	\$20.00	
Library Fees	Adams, Erin	\$5.00	1	\$5.00	

Below the table, there is a 'Choose a payment method' section. It has two main options: 'E-CHECK' and 'CREDIT CARD'. Under 'E-CHECK', there is a dropdown menu. Under 'CREDIT CARD', there are logos for VISA, MasterCard, AMERICAN EXPRESS, and DISCOVER. A dropdown menu is currently selected showing 'Visa ending in 1111' with a checkmark icon. Below this is a link 'Enter a new credit card'.

On the right side, there is a summary of charges:

Subtotal	\$25.00
Program Fee	\$2.00
<b>Total</b>	<b>\$27.00</b>

At the bottom right, there is an orange 'PLACE ORDER' button. Below the button, there is a small disclaimer: 'By clicking Place Order, you agree to our Terms of Service.'

Once the order has been placed, you will receive a confirmation screen, as well as a reference code for the order and an email sent to the email associated with your account, if applicable. Click **Print Order** to print a copy of the order and click **Finish** to finish the purchase.

Your order was accepted. Thank you!

Your reference code is 'QGTS1266FH63TEG'. If you have provided an email address you will receive an email confirmation.

You may check Order History on this website at any time for order status.

Press the Print Order button to print a copy for your records.

PRINT ORDER

FINISH



## Support

For additional support, please contact Technical Support between the hours of 7 AM EST and 7 PM EST at 1-855-832-5226.

You may also contact customer technical support by using our [support request form](#).

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