mySchoolBucks®

Parents

Getting

Started

Guide

mySchoolBucks Login Screen

Congratulations, your school district now offers **mySchoolBucks**, a convenient and secure online payment and parent information portal! With **mySchoolBucks** you can deposit money into one or more student accounts, track purchase history, create low-balance reminders and even set-up an automatically recurring payment.

As you will soon discover, **mySchoolBucks** is designed to be intuitive and easy to use, but to help you get started, this document will guide you through the process of:

- creating a new parent account
- adding one or more students to your account
- making a payment

Step 1 - Creating a New Parent Account

This screen will be used by both new and returning users.

NOTE: IF A PARENT WAS PREVIOUSLY REGISTERED WITH MYNUTRIKIDS THEN THEIR ACCOUNT HAS BEEN CONVERTED AND THERE IS NO NEED TO CREATE A NEW ACCOUNT. A RETURNING USER WILL COMPLETE THE "ACCESS YOUR ACCOUNT" AND CLICK THE "LOG IN" BUTTON.

All new parent users will click on the **"REGISTER FOR A FREE ACCOUNT" button** and proceed to Step 2.

<u>Step 2 – Select Sate</u>

Add Account

To find your school district, please select your state/province

State/Province [California ▾]

[CONTINUE] [CANCEL]

From this screen, select the appropriate state (in which your school district is located) and click the **"CONTINUE" button.**

<u>Step 3 – Select School District</u>

Add Account

Please select your school district

School District [--select-- ▾]

[CONTINUE] [GO BACK] [CANCEL]
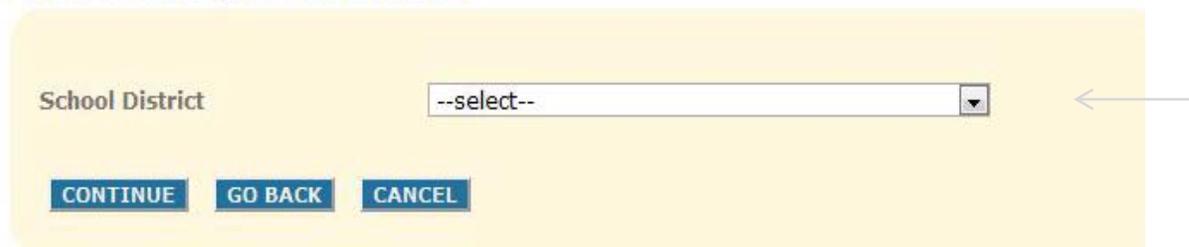
From this screen, select the **"School District"** from the drop down box, and then click the **"CONTINUE" button.**

Step 4 – Enter Parent Information

Add Account

At this resource screen, fill in all areas denoted with the RED box.

Once all fields have been properly completed, click the **"CONTINUE" button.**

Step 5 – Create Parent User Credentials

Add Account

indicates required field

Login ID ⌘   [   ]
(Must be at least 4 characters and may only contain letters, numbers, or underscores.)

Password ⌘   [   ]
(Must be at least 4 characters - case sensitive)

Confirm Password ⌘ [   ]

If you forget your password, we'll ask you for the answer to the security question. To protect your user profile, please choose a question that is memorable for you but difficult for others to guess.

Security Question   [What is your mother's maiden name? ▼]

Security Answer ⌘   [   ]
(Must be at least 4 characters - case sensitive)

☐ I am 18 years of age or older and I agree to the **Terms of Service**

[REGISTER]   [GO BACK]   [CANCEL]

From this screen, the login ID and password will be created for your mySchoolBucks user account. **(Note: arrows denote the fields that are required for completion.)**

Once all fields have been completed for **Login ID and Password** have been setup and confirmed, click on the **"Security Question"** drop down box to select the question.

Once the security question has been selected, enter the answer in the "Security Answer" field.

Before moving forward, a NOTICE disclaimer alerts new users of the convenience fee that may be imposed for payments/deposits to student accounts. The user will then click the box and **"REGISTER".**

Step6 – Complete Registration

Add Account

Registration completed. Thank you! We've sent an email to confirm your registration.

FINISH

Upon successful creation of the user account, the **"FINISH"** button will appear. Click this button to complete the mySchoolBucks user account setup.

Adding Students to Your Account ("My Household")

Once you have created a parent account, click **My Household** on the left-side navigation bar to add students to your account. The following steps are required to add one or more students to your Household.

Step 1 – Student Lookup

To add one or more students to your Household, click **look up your students**.

Step 2 – Enter Student Information

Select your school district from the drop-down menu. Enter the student's first name, last name and birth date or Student ID Number. Then click **Find Student**.

Step 3 – Add Student
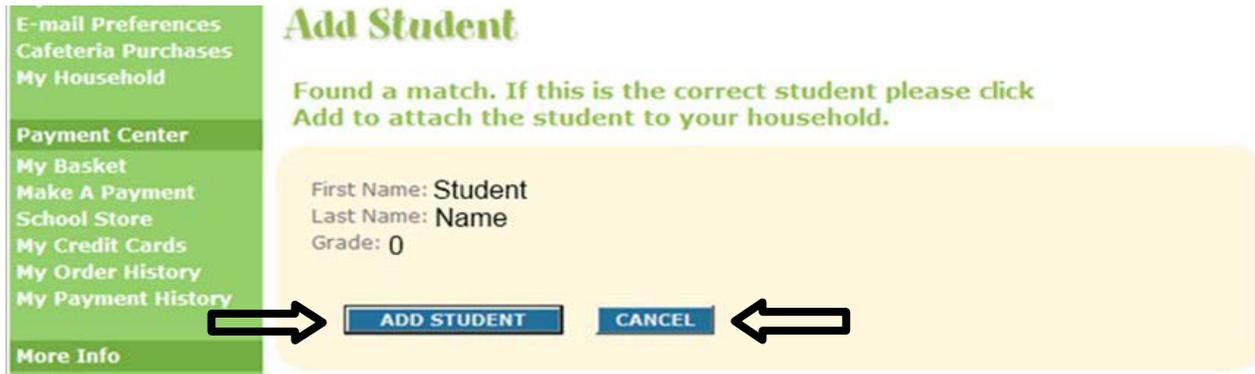
A student's name and grade will be displayed when the search is complete. If this is the correct student, click *Add Student*. If the information is not correct, click *Cancel* and try your search again.

Step 4 – Finish or Add Another Student

You have now successfully added a student to your Household. To associate more students with your account, click **Add Another Student** and complete **Steps 1-3** until all students have been added. If there are no other students to add, click **Finish**.

Deposit Money into a Student Account

Once you have added students to your Household, their names and schools will appear by clicking the **My Household** link on the left-hand side of the page. This page will also display the current balance available for each student. From this page you can deposit money into a Student Account, view purchase history and add or remove students.

Step 1 – Making a Deposit

To deposit money into one or more student accounts, click **Make a Payment**.

Step 2 – Enter Deposit Amount

Enter the amount you want to deposit into each student account, and then click **Add to Basket**.

Step 3 – Review Deposit Amount(s)

Review the amount(s) you have entered and verify the information is correct. If you need to adjust any amount, click **Continue Shopping**. If the information is correct and you are finished, click **Check Out Now**.

Step 4 – Payment Information

Enter your payment information, making sure to complete all required fields, then click **Continue**.

Step 5 – Card Verification Code

If paying with a credit or debit card, enter the three- or four-digit Verification Code that appears on the card, and then click **Continue**.

Step 6 – Review Order

Review your order and make sure that all deposits are correct. This screen will show the amount of deposit for each student, a subtotal of the payment and then the total payment amount including any convenience fee to make a payment. If the order is correct, click **Place Order**.

Step 7 – Payment Confirmation & Receipt

When your order is complete, you will receive a confirmation number that can be used to locate this transaction at a later date. We recommend you print this page and keep a copy for your records. After clicking Print Oder, a printable receipt (sample below) will open in a new window.

After printing this page, close the receipt window and click *Finish* to complete your transaction.