



Northern York County School District

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Assistant Superintendent

Dr. Matthew Meakin
Superintendent

Mr. Jason A. Young
Chief Financial & Operations Officer

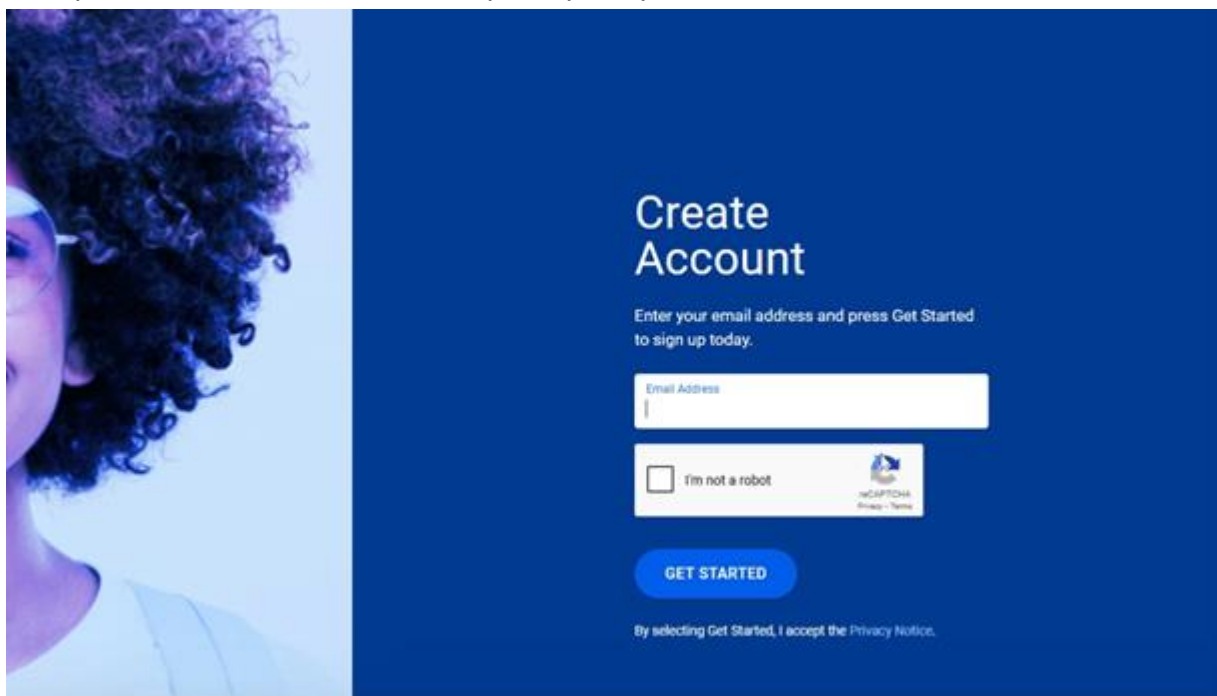
Silent video walkthroughs can be found hyperlinked to the title of each section below

Creating a MSB account – [video walkthrough](#) (contains this section, and “Purchasing Technology Insurance”)

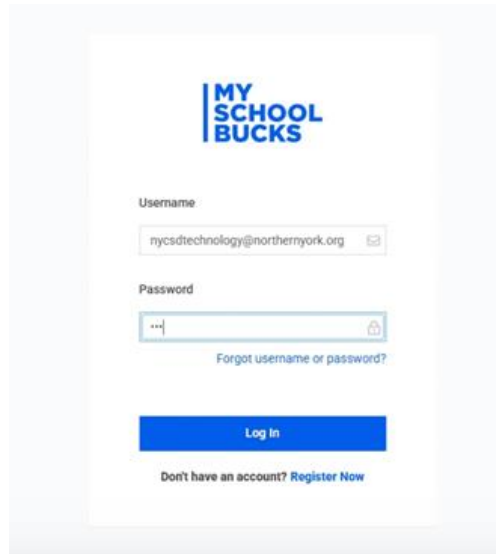
1. Go to myschoolbucks.com and select “Sign Up for Free” near the center of the page.



2. Complete the account creation steps as prompted

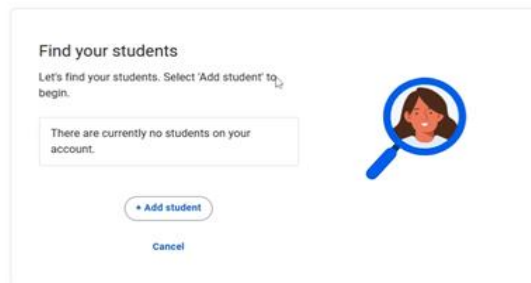
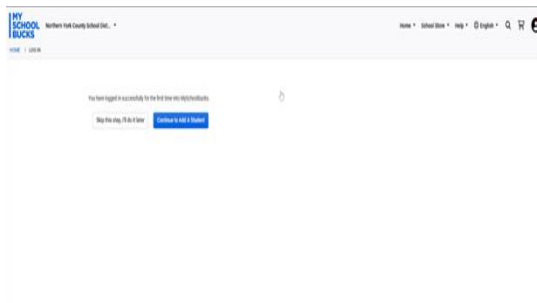


- Once account is created, you will need to sign in with your newly created credentials



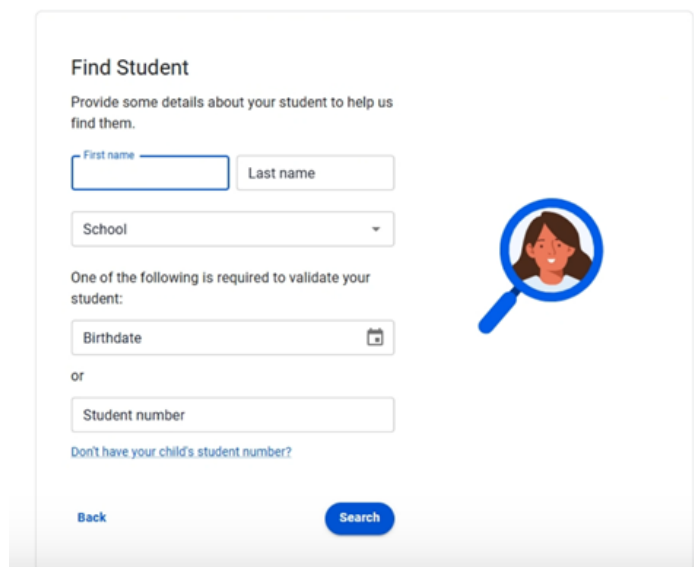
The image shows the login page for My School Bucks. At the top is the logo. Below it are fields for Username and Password. The username field contains the email address nycsdtechnology@northernnyork.org. There is a 'Forgot username or password?' link below the password field. A blue 'Log In' button is at the bottom, with a link to 'Register Now' for users who don't have an account.

- Upon first sign in, you will be greeted with a page stating that you have no students connected to your account. Select “Continue to Add a Student”. Then, choose “Add Student”



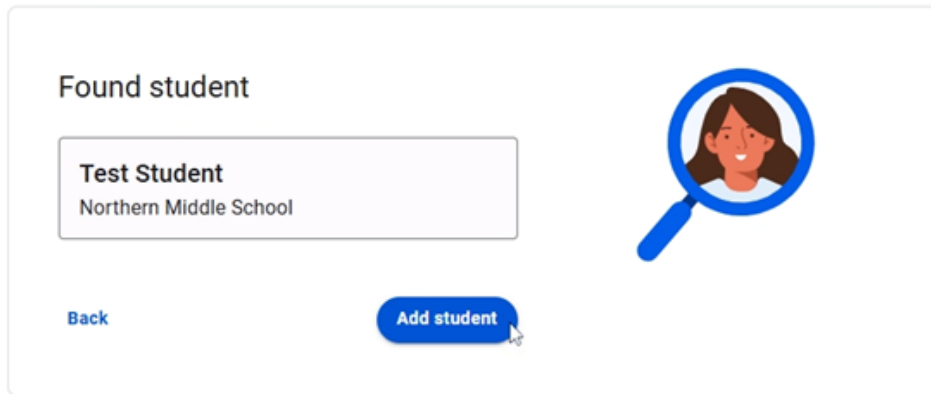
The image shows a modal titled 'Find your students'. It says 'Let's find your students. Select 'Add student' to begin.' Below this is a message: 'There are currently no students on your account.' There is a blue button labeled 'Add student' and a 'Cancel' link. To the right is an illustration of a person with a magnifying glass.

- Fill in the necessary information (Student name, school, and either their 6-digit student ID or birthdate), click “Search”

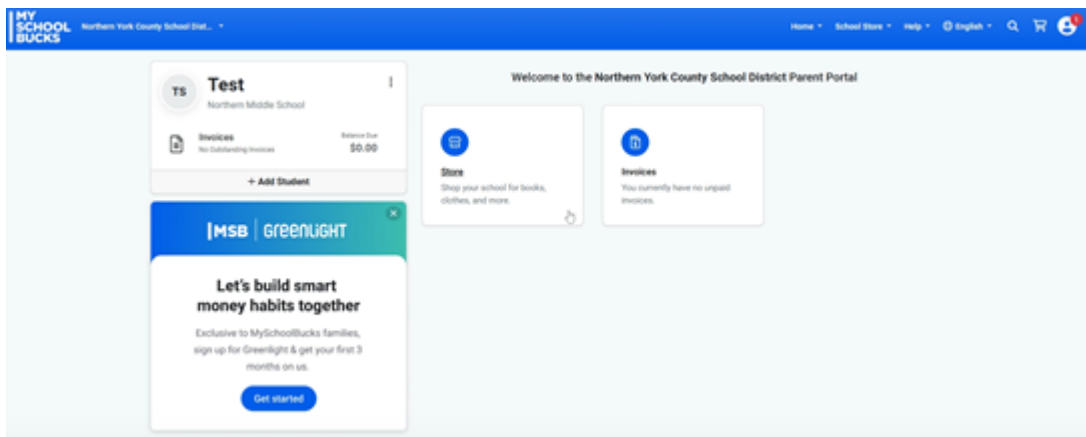


The image shows a 'Find Student' form. It asks for 'First name', 'Last name', and 'School'. Below these is a message: 'One of the following is required to validate your student:'. There are two options: 'Birthdate' (with a calendar icon) and 'Student number'. There is a 'Don't have your child's student number?' link. At the bottom are 'Back' and 'Search' buttons. To the right is an illustration of a person with a magnifying glass.

6. The system will search our student import for your child. When found, click “Add Student”



7. You will be prompted to create security questions once your student is added, as their connection adds sensitive information to your account (their enrollment, birthdate, etc).
8. Once your security questions are created, you will be prompted to accept the Terms and Conditions.
9. At this time, you will be deposited to the “Home” page



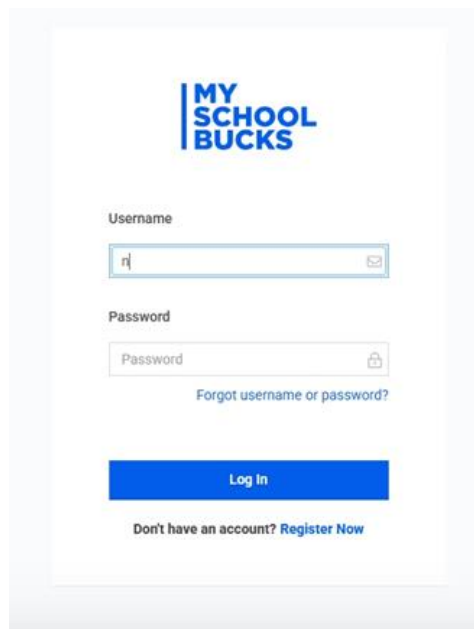
10. To continue with purchasing the Technology Insurance, please follow the directions outlined below in the section titled “Purchasing Technology Insurance”, beginning at step 3.

Adding a Student to an existing MSB Account – [video walkthrough](#)

1. Go to myschoolbucks.com and select “Log in” towards the upper right corner of the screen.

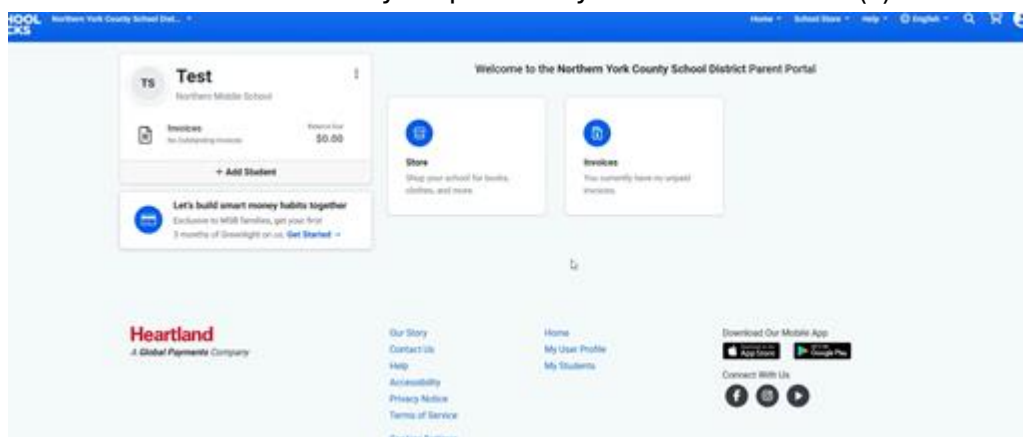


2. Input your account credentials.

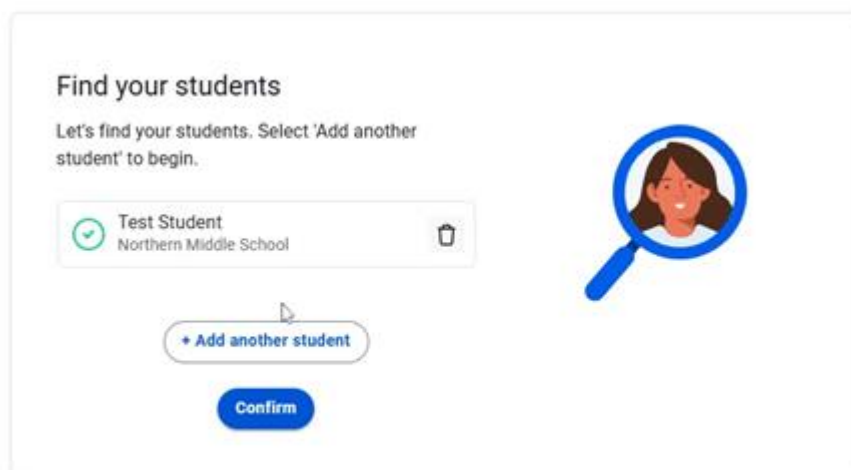


The image shows the login interface for 'MY SCHOOL BUCKS'. At the top is the logo. Below it are two input fields: 'Username' with a text box containing 'n' and an eye icon, and 'Password' with a text box containing 'Password' and a lock icon. A link 'Forgot username or password?' is positioned below the password field. A blue 'Log In' button is centered below the fields. At the bottom, a link reads 'Don't have an account? Register Now'.

3. Click “Add Student” below your previously connected student(s)

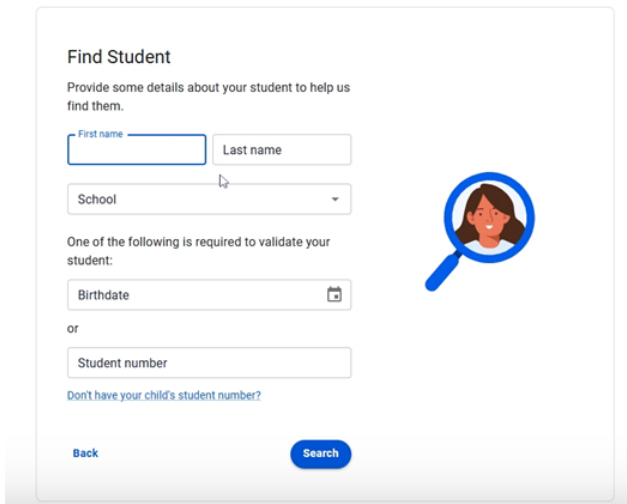


4. Select “Add another student”



The image shows a 'Find your students' modal. It begins with the text 'Let's find your students. Select 'Add another student' to begin.' Below this is a list of students, with 'Test Student' from 'Northern Middle School' selected and marked with a green checkmark. To the right is an illustration of a magnifying glass over a person's head. At the bottom, there is a button labeled '+ Add another student' and a blue 'Confirm' button.

5. Input your new student's information (name, school, and either birthdate or Student ID). Click "Search".



Find Student

Provide some details about your student to help us find them.

First name Last name

School

One of the following is required to validate your student:

Birthdate

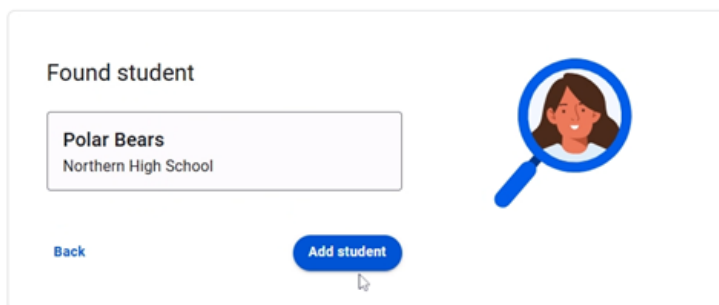
or

Student number

[Don't have your child's student number?](#)

[Back](#) [Search](#)

6. The system will compare the information you input with our student rostering and find your child. Click "Add Student"

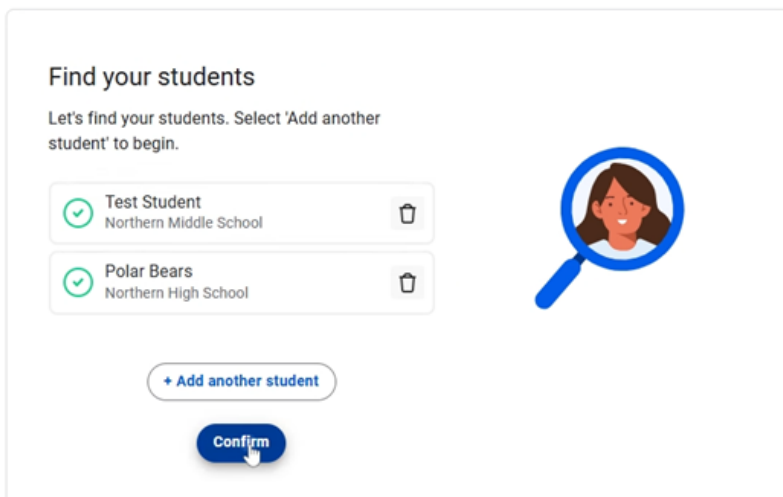


Found student

Polar Bears
Northern High School

[Back](#) [Add student](#)

7. If you have more students to add, choose "Add another student". If you have all your current students connected, select "Confirm"



Find your students

Let's find your students. Select 'Add another student' to begin.

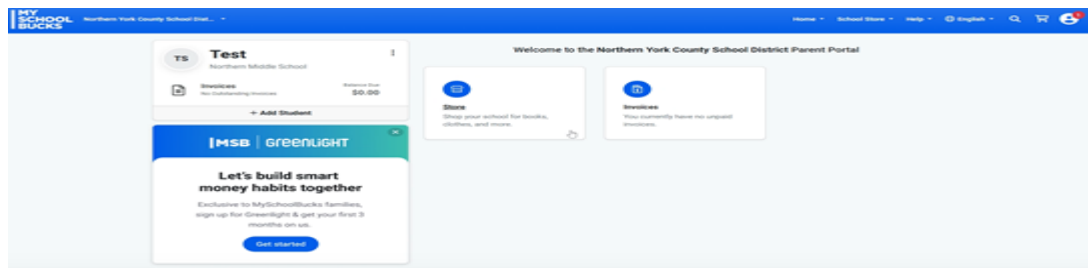
☒ Test Student
Northern Middle School

☒ Polar Bears
Northern High School

[+ Add another student](#)

[Confirm](#)

- At this time, you will be deposited to the “Home” page



- To continue with purchasing the Technology Insurance, please follow the directions outlined below in the section titled “Purchasing Technology Insurance”, beginning at step 3.

Purchasing Technology Insurance – [video walkthrough](#) (section starts at 3:30)

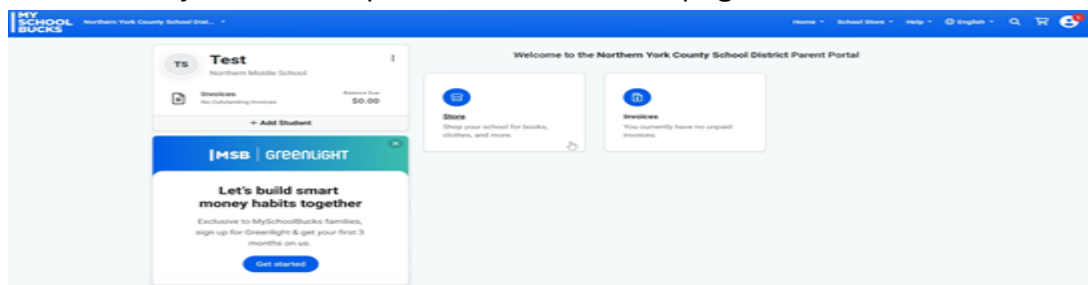
- Go to myschoolbucks.com and select “Log in” towards the upper right corner of the screen.



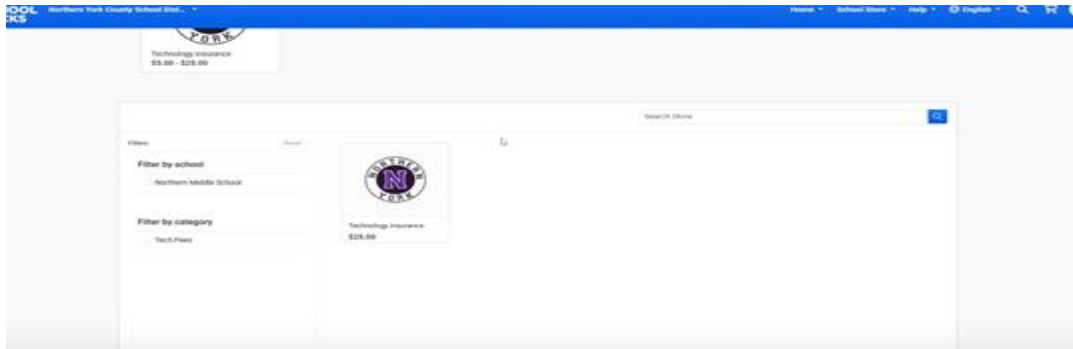
- Input your account credentials.

This screenshot shows the login form on the My School Bucks website. It features the logo at the top, followed by input fields for 'Username' and 'Password'. A 'Forgot username or password?' link is located below the password field. A blue 'Log In' button is positioned below the form, and a 'Don't have an account? Register Now' link is at the bottom.

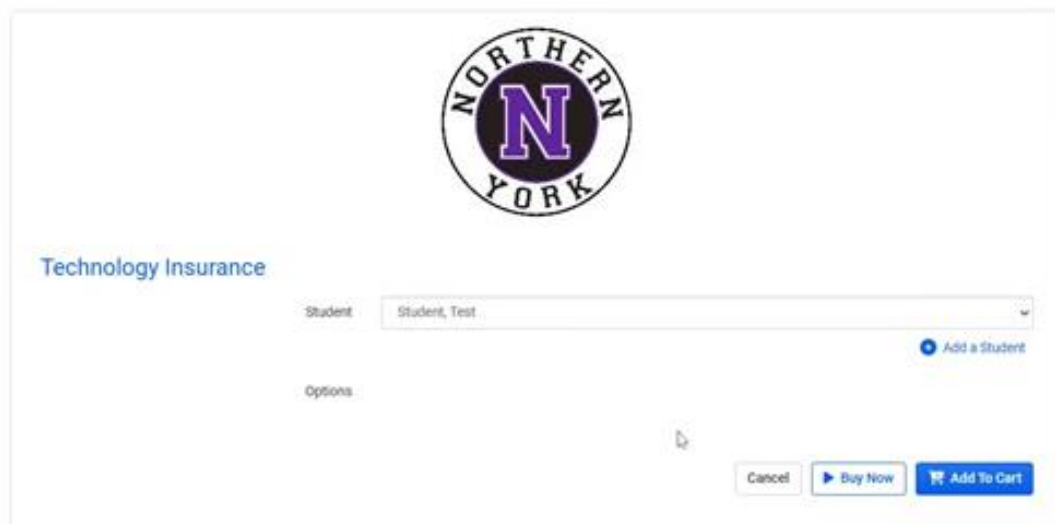
- At this time, you will be deposited to the “Home” page



4. Click “Store”, near the center of your page
5. This will bring up our store, where you will see “Technology Insurance”. Select the product.



6. Select your student from the dropdown. Once they are selected, an “Options” dropdown will appear that reflects the cost of the insurance.



7. Click “Add to Cart”
8. You will need select each student individually and add the product, if you have more than one student eligible for the insurance.
9. Go to your cart and proceed to checkout with your credit/debit card.