

How to Create an Account on My School Bucks

FOR EMPLOYEES

Create Account

1. Go to www.myschoolbucks.com
 - Click Sign up for Free
2. Enter your email address. Then, click “Get Started.”
3. Create your Account. Fill in your First name, Last name, and Mobile phone number. Then, click Continue.
4. Verify Phone. MySchoolBucks will send a verification code to your phone, type in the code to verify your phone.
 - Note, the code is only valid for 20 minutes.
5. Create a password.
 - Click Create Account
 - Click Log In.
 - Follow the on-screen directions to login. An additional verification code will be sent to your email.

Select Your District & Security Questions

6. Once you have logged in:
 - Click Get Started
7. Select Louisiana as the state
8. Select St. Mary Parish School Board as the District
 - Click Add District
9. Create your security questions and answers
 - Click Update Profile

Add Yourself

10. Click Add Student (this is for an employee or student)
 - On next screen, click +Add Student
11. Enter your First name, Last name, your School, and Employee ID # (put this in place of the student number).
 - Click Search
12. On the next screen, add yourself and click Confirm.
13. Now you can view your meal balance, add one-time funds, or set up auto pay.

Support

1-855-832-5226