MSB Activities

Quick Reference Guide

FOR PARENTS

Sign up for AutoPay

1. Log in to MySchoolBucks and click the **Invoices** card to view your Invoices.
2. Click the **Payment Options** button next to an invoice to view your payment options.

   Payment Options

3. Select one of the payment options in the lower-left corner of your invoice.
   - Choose an option to pay for your invoice and then proceed to payment methods.
   - Choose the **Pay in Full and subscribe to automatically pay future invoices** option to sign up for AutoPay.

Retrieve your PIN

1. Log in to MSB Activities.
2. From the upper-left hamburger menu, click **Retrieve PIN**.
3. Select the school you would like to retrieve your PIN number for. Your PIN will display for 60 seconds.

NOTE: PIN numbers are different for each school.

Can't check your student in?

Your student's registration may not have been accepted by your school yet.

Accepted document types

MSB Activities accepts the following types of documents (up to 10MB):

PDF PNG JPG

Questions?

Please contact your Before and After Care Office with any questions, including:

- ✓ If you are unable to make changes to your account
- ✓ If you are having trouble registering your student
- ✓ If you need information to set up split billing:
  - Let your Before and After Care Office know who needs to be billed what amount
  - Each user will need a MySchoolBucks login.