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 THEIR ACCOUNT HAS BEEN AUTOMATICALLY 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.

**Step 2 – Select State**

**Add Account**

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

![Image of State/Province selection](image)

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

**Step 3 – Select School District**

**Add Account**

*Please select your school district*

![Image of School District selection](image)

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**

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 Student ID Number. In some districts you may be asked to provide the student’s date of birth. Once completed, 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

Payment options can vary from district to district. In some districts there may be additional payment options such as e-check.

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 Order, a printable receipt (sample below) will open in a new window.

![Sample Receipt](image)

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

Payments are typically posted to your student’s account shortly after the payment is made. In rare cases, however, it may take longer for the payment to reach the school due to unforeseen issues. If this occurs, please check to ensure that your payment was completed and allow one school day.