



Parents Getting Started Guide:

Log onto www.myschoolbucks.com

- This will be used for both new and returning users.
 - A returning user will complete the **"Access Your Account"** and click the **"Log In"** button.
 - All new parent users will click the **"Register For A Free Account"** button.
- Select the state where the school district is located and click the "continue" button. Select the "School District" from the drop down box, and then click the "continue" button.
- Enter parent information. Complete all areas with the RED box and then click the "continue" button.
- Complete the **"Login ID"** and **"Password"** fields then click the **"Security Question"** drop down. Select a question and 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 students accounts. The user will then click the box and "Register".
- Click the **"Finish"** button to complete the mySchoolBucks user account setup.
- To add students, click **"My Household"** on the left-side navigation bar to add students to your account. When asked for the student number, that is the child's full 9 digit number which consists of 10000 plus the 4 digit PIN. Put the child's last name first. Students are set up in the system that way.
- To make a payment simply click on the **"Make A Payment"** button, select an amount, then click **"Add To Basket"**. Review the amount(s) and verify the information is correct. If you need to adjust the amount, click **"Continue Shopping"**. If the information is correct and you are finished, click **"Check Out Now"**. Additionally, this is where you would also establish a recurring payment schedule by clicking **"Setup a payment schedule"**.
- Enter your payment information, then click "Continue". Review order including the purchase and convenience fee. If the order is correct, click **"Place Order"**.
- When order is complete, you will receive a confirmation number. We recommend you print and keep a copy for your records.
- Payment information is immediately available to the school if done before 9AM except on the last day of the month; however depending on the school it may take up to 24 hours to reach the students account.
- Problems or questions with the mySchoolBucks website, email at <https://www.myschoolbucks.com/etc/getsupportrequest.do> or phone 1-855-832-5226.
- You do not have to make a payment online to use mySchoolBucks. This website allows you to view your child's participation account so you can see what they are purchasing and how much money is in the account. This also allows you to make sure money was applied to the account that you paid through mySchoolBucks or by sending a check to school.

If you are sending money to school with your child, please put it in an envelope with the child's name and grade on the front. It is recommended to send a check but if you prefer cash, it is more important to put the cash in a sealed envelope with the child's name on it. If sending a check, please put the child's name and PIN number in the "memo" section of the check.

If you are having problems or have questions about this process, please call Michael Byrne at 610-938-6023 or email me at Michael.Byrne@ssdcougars.org.