MySchoolBucks Login/ Sign Up Guide
My School Bucks is primarily used for student meal accounts. However, if you already have an account and need to make a payment toward a different product other than meals, please skip to page 5.

If you do not have an account with MySchoolBucks.com, then click on “Sign up today!”

Fill in the fields below with the user information (not the student’s information).
Follow prompts. Settings can be adjusted later under My User Profile.

Click “Continue to Add a Student”.
Fill in student info below. When finished, click “Find Student”.

MySchoolBucks.com also tracks meal balances and payments. At this screen please select if you would like a “low balance” notification along with the “low balance” amount. You may uncheck the box if you do not wish to receive an email for a low balance amount. Continue by clicking ADD STUDENT.
A confirmation page should appear stating it was successful. At this point, you may add another student to your account by clicking “Add Another Student”. If you are done adding students, click “Finish”.

You will be directed to your home screen where you can view your child’s lunch balance, make meal payments, set up auto payments, and many more options. If you need assistance, you can click the “Help” drop-down on the upper right corner. Then you can click on “? Help” for more instructions or on the “How-To Videos”.

![My School Bucks page](image_url)
If you wish to make a payment for a different item other than your student’s meal account, please select from the “School Store” drop down and click on “Browse All Items”.

Select a CATEGORY to filter products. Click on the product in the middle section.
Enter information requested, and click “ADD TO BASKET”.

At this point, you may select another product to make a payment. If you are finished, you can select the shopping cart icon to review. Click “VIEW CART/CHECKOUT”.
Review your payment & choose a payment method. A convenience fee of 3.75% will be added to the transaction total. Complete transaction by clicking on “PLACE ORDER”.

<table>
<thead>
<tr>
<th>NAME</th>
<th>STUDENT</th>
<th>UNIT PRICE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheer-Clothing Fee</td>
<td>A CHRISTIAN</td>
<td>$256.00</td>
<td>1</td>
<td>$256.00</td>
</tr>
</tbody>
</table>

Parent/Guardian First & Last Name:  
John Smith  
210-555-5555  
johnsmith@email.com

Choose a payment method:

![Credit Card Icon]

Transaction Summary:
- Subtotal: $256.00
- Sales Tax: $0.00
- Program Fee: $9.60
- Total: $265.60

By clicking Place Order, you agree to the Terms & Conditions.

This screen will appear while your payment is processing.

Please wait a moment while we process your order.

If your order confirmation is not displayed automatically within a few minutes please click here to continue.
A confirmation screen will appear and an email confirmation will be sent as well. Click finish and you will be directed to home screen.

Note: If making a payment on multiple students, each student's payment will show separately on your account.
Example: Payment paid for student #1 for $5 and student #2 for $5. Your bank will show two transactions of $5.20, not the total of $10.40.

For troubleshooting, please call the NISD Online Payment Support line at 210-397-1199 for assistance.