Summer School Online Payment Guide

My School Bucks is primarily used to make payments toward student meal accounts. If you already have an account, please log in at www.myschoolbucks.com & skip to page 5. If you do not have an account, go to www.myschoolbucks.com and 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.

Verify Phone
You have selected to allow MySchoolBucks to text you. Please follow the instructions provided in the text message sent to you, so that we may verify your number.

Continue to Add a Student.

Your user profile was created successfully. A welcome email has been sent to your inbox. Now let's add a student...

CONTINUE TO ADD A STUDENT
SKIP THIS STEP, I'LL DO IT LATER
Fill in student info below. When completed, 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. Continue by clicking “ADD STUDENT”.
A confirmation page will appear stating it was successful. At this point, you may “Add Another Student” to your account if you wish. When you are done adding students, click “Finish”.

Your home screen will appear, and you can view your child’s lunch balance, make payments, set up auto payments, and many more options. The “Help” drop-down on the upper right corner is available for additional assistance.
Once you have already set up an account and are logged in, select from the “School Store” drop down. Click on “Browse All Items”.

Select a CATEGORY to filter products. Click on “View Details”.

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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”.

![Summer School Payment Form](image-url)
Review your order and choose or enter a payment method. A convenience fee of 3.75% will be added to the transaction total. Complete transaction by clicking on “PLACE ORDER”.
A confirmation email will be sent to which the My School Bucks account is registered.

On the Payment Confirmation screen, click “Order History” to View & Print for your records.

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