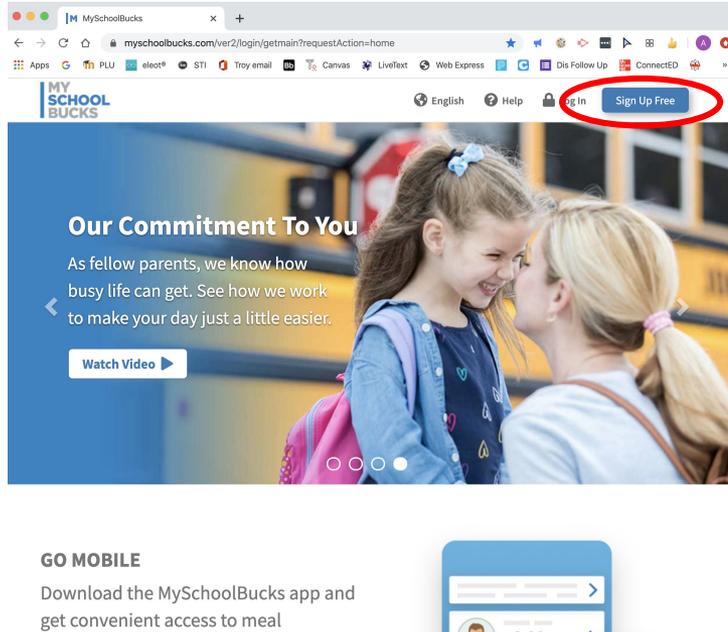




Setting Up Your MySchoolBucks Account

Website for MySchoolBucks

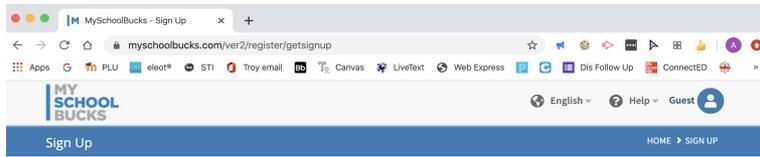
1. Go to myschoolbucks.com.
2. Click on the “Sign Up Free” tab.



Sign Up Free tab

Sign Up

On the Sign Up page, you are asked to select your state and school district.



State or province

Alabama

School District

Phenix City Schools

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Account Creation

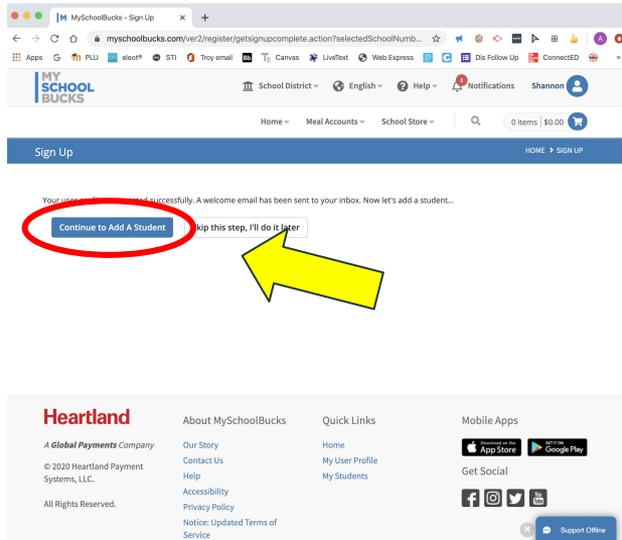
Fill in the fields required to set up your account.

The screenshot shows the registration page for MySchoolBucks. At the top, there is a navigation bar with the MySchoolBucks logo, language selection (English), and user status (Guest). Below the navigation bar, there is a search field for districts, with "Alabama" and "Phenix City Schools" selected. The registration form includes fields for First Name, Last Name, Email Address, and Re-type Email Address. A note states: "NOTE: Your email address will be your username". There are also fields for Password and Re-type Password. Below these, a note says: "*We suggest you do not include any personal information or common phrases". There are two security questions: "Security Question #1: In what city did you attend high school?" and "Security Question #2: What are the last 4 digits of your social security number?". At the bottom, there is a checkbox for "I would like to receive feature updates, news and promotional emails from MySchoolBucks" which is checked. Below the checkbox, there is a line of text: "By creating an account, I accept the MySchoolBucks Terms of Service and Privacy Policy". At the very bottom, there are two buttons: "Cancel" and "Create Account". The "Create Account" button is circled in red, and a yellow arrow points to it from the right.

Click "Create Account" once you have completed all required fields.

Add Your Student

This step is **SUPER** important because it is the one that links your student's information to your account so you can see invoices and make payments on their account.



Add your student or students. Make sure you don't skip this step!

Locate Your Student

Provide the required information to find your student. All you really need to provide is your student's name, school, and birthdate. Don't worry about knowing the student number. You can locate your student without it.

MySchoolBucks - Add Student

myschoolbucks.com/ver2/household/getfindstudent.action?selectedSchool=

MY SCHOOL BUCKS

School District English Help Notifications Shannon

Home Meal Accounts School Store 0 Items | \$0.00

Add Student HOME > ADD STUDENT

Add Student

To add a student to your account please enter their name and identifying information.

Phenix City Schools

- Select School -

Note: If your child attends school in a different school district please use the district selector at the top of the page to switch.

First Name

Last Name

One of the following is required to validate your student

Birthdate (mm/dd/yyyy)

- or -

Student #

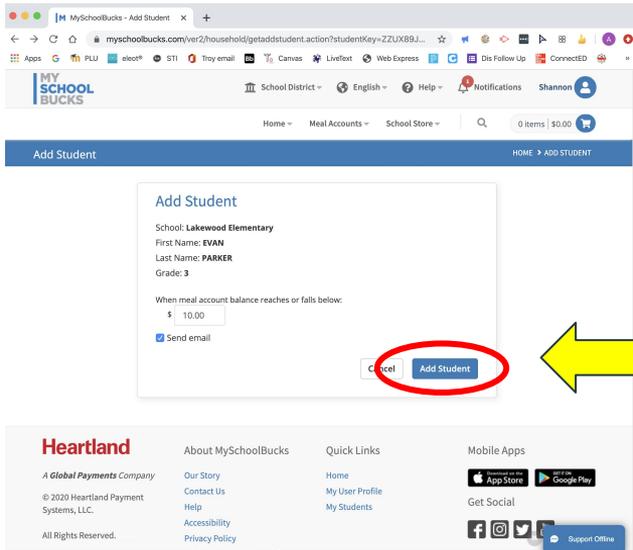
Don't have your child's student ID?

Cancel Find Student

Click "Find Student" after putting in the appropriate information.

Finish Adding Your Student

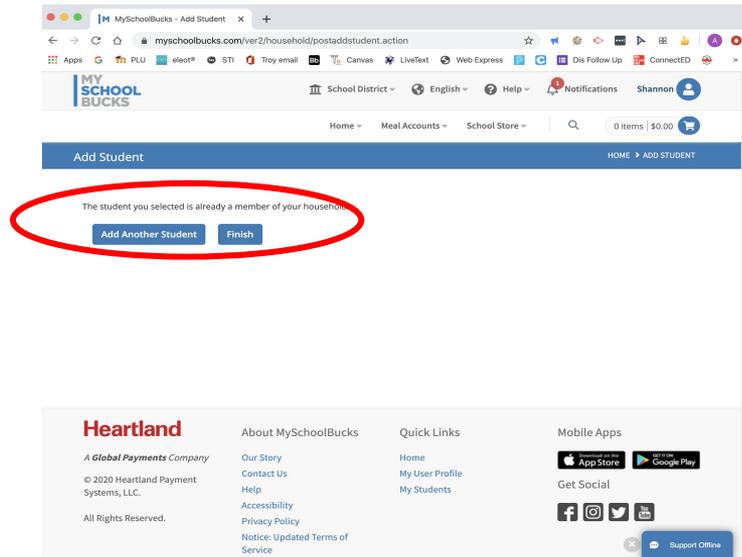
After filling in the required locator information, click on “Find Student”. It will bring you to a screen like the one below. After confirming everything is correct, click “Add Student”.



Click “Add Student” to finalize adding this student to your account.

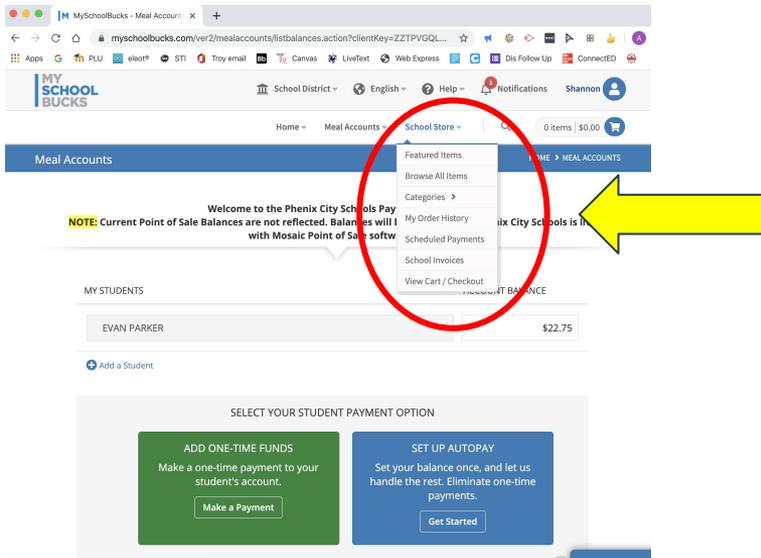
Finishing Up

If you need to add another student to your account, choose “Add Another Student”. If you are done, choose “Finish”.



How Do I Know What Needs To Be Paid?

Back on the Home page, click on “School Store”. In the drop down menu, choose “School Invoices”. If you owe money, it will bring up an itemized invoice. From there, you can pick and choose what you want to pay.



The screenshot shows the MySchoolBucks website interface. At the top, there is a navigation bar with 'School District', 'English', 'Help', 'Notifications', and a user profile for 'Shannon'. Below this is a 'Meal Accounts' section with a 'School Store' dropdown menu. The dropdown menu is open, showing options: 'Featured Items', 'Browse All Items', 'Categories', 'My Order History', 'Scheduled Payments', 'School Invoices', and 'View Cart / Checkout'. A red circle highlights the 'School Invoices' option, and a yellow arrow points to it from the right. Below the dropdown, there is a 'MY STUDENTS' section with a table showing a student named 'EVAN PARKER' with a balance of '\$22.75'. At the bottom, there is a 'SELECT YOUR STUDENT PAYMENT OPTION' section with two buttons: 'ADD ONE-TIME FUNDS' (Make a Payment) and 'SET UP AUTOPAY' (Get Started).

Choose “School Invoices” to see what fees have been charged to your child’s account.

Paying For Items on Your Invoice

Once you have viewed your invoice, pick and choose what you want to pay. These items will be added to your cart and you check out just like you would when using any other online shopping website.