mySchoolBucks®
Parents
Getting Started
Guide

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**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**

Use mySchoolBucks.com to:
- Pay for your child's meals, library fees and other school items in one central place.
- Set up automatic email reminders to tell you when a payment is needed.
- Make payments for all your children, even if they attend different schools.
- View your child's cafeteria purchases and get information on foods your child eats at school.
- Purchase athletic tickets, yearbooks, t-shirts and other fun items in the school store.

Nota: Your school may not offer all school items or payment methods for online purchase or other optional features.

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.

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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

State/Province: California

CONTINUE  CANCEL

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

School District: --select--

CONTINUE  GO BACK  CANCEL

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

Field(s) marked with an asterisk (*) are required.

First Name *
Last Name *
Street Address *
City *
State/Province * California
ZIP/Postal code *
Daytime phone *
Evening phone *
Email Address *(Note: Your email address is held confidential. We will not send you unsolicited emails. A valid email address is required to receive payment confirmations.)

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**

- **Login ID**: [Input field] (Must be at least 4 characters and may only contain letters, numbers, or underscores.)
- **Password**: [Input field] (Must be at least 4 characters - case sensitive)
- **Confirm Password**: [Input field]
- **Security Question**: What is your mother's maiden name? [Dropdown]
- **Security Answer**: [Input field] (Must be at least 4 characters - case sensitive)

- **I am 18 years of age or older and I agree to the Terms of Service**

**Register** | **Go Back** | **Cancel**

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”.

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Page 5
Step 6 – 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

Add Student

Found a match. If this is the correct student please click Add to attach the student to your household.

First Name: **Student**  
Last Name: **Name**  
Grade: **0**

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

Add Student

Successfully added the student to your household.

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

Your students and their account balances are displayed below. The account balances may not reflect the most recent payments. Please allow 1-2 school days for processing.

Make A Payment
Add Student

County Elementary
Balance $10.00
Last Updated Mar 17, 2011 6:15 PM

To deposit money into one or more student accounts, click Make a Payment.

Step 2 – Enter Deposit Amount

Please enter the amount to pay on each account.

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

Order – Card Verification

Please enter the card verification number from your credit card.

Verification Code

CONTINUE  GO BACK  CANCEL

Note: For your protection, we require that you enter a credit card verification number for all purchases made online. For Visa, MasterCard, or Discover the verification number is the final 3-digit number located on the back of the credit card. For American Express, it is the four digits printed above the account number on the front of the card.

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

Order – Review Your Order

Please review the amounts entered and the total charges to your credit card. When you’re ready, press the Place Order button to complete the transaction.

Refund Policy: Please contact the school administrator for our refund policy.

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Middle School Cafeteria</td>
<td>$5.00</td>
<td>1</td>
<td>$5.00</td>
</tr>
<tr>
<td>County Elementary Cafeteria</td>
<td>$5.00</td>
<td>1</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Subtotal: $10.00

Convenience Fee: 

Grand Total: 

Bill to: Visa ending in 8795

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

Order - Order Results

Your order was accepted. Thank you!

Your reference code is ___________________________

If you have provided an email address you will receive an email confirmation. You may check Order History on this website at any time for order status.

Press the Print Order button to print a copy for your records.

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.

2/17/2011
Order
ID: 123456789
Date: Feb 17, 2011 8:47 AM
Status: Closed
School District: Your County Schools
Store: Food Services Store
Name: Smith, Charles
Address: 123 Main St, Anytown, USA
Daytime phone: (555) 123-4567
Evening phone: (555) 876-5432
E-mail Address: charles.smith@gmail.com

Sample MySchoolBucks Receipt

<table>
<thead>
<tr>
<th>Name</th>
<th>Student</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Elementary School Cafeteria</td>
<td>$12.00</td>
<td>1</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

Subtotal: $12.00
Convenience Fee: $0.00

Grand Total: $12.00

Bill to: Visa ending in 1234

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.