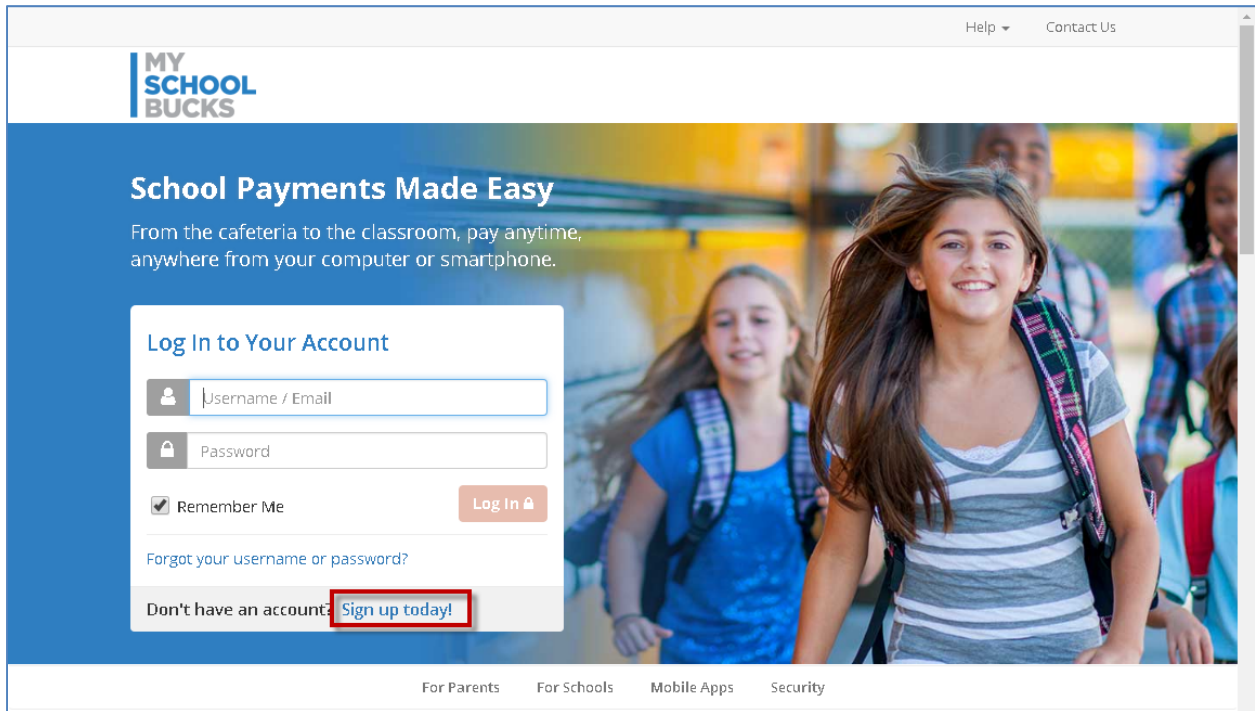


MySchoolBucks Login/ Sign Up Guide

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).

A screenshot of the MySchoolBucks sign-up form. The form is titled 'Sign Up' and includes the following fields: 'Search for your district by state' with a dropdown menu for 'Select State/Province'; 'First Name' and 'Last Name' text boxes; 'E-mail Address' text box; 'Password' and 'Re-type Password' text boxes with a note: 'NOTE: This will be your username' and 'MUST be at least 6 characters long'; 'Security Question #1' with a dropdown menu for 'In what city did you attend high school?' and an 'Answer #1' text box; 'Security Question #2' with a dropdown menu for 'What are the last 4 digits of your social security number?' and an 'Answer #2' text box; a checkbox for 'I would like to receive feature updates, news and promotional emails from MySchoolBucks'; and a disclaimer: 'By creating an account, I accept the MySchoolBucks Terms of Service and Privacy Policy.' At the bottom right, there are 'CANCEL' and 'CREATE ACCOUNT' buttons.

Follow prompts. Settings can be adjusted later under My User Profile.

This screenshot shows the 'Verify Phone' step of the MySchoolBucks sign-up process. At the top, the navigation bar includes 'Welcome, [User Name]', 'Northside Independent School District', 'Help', and 'Contact Us'. The MySchoolBucks logo is on the left, and 'HOME' and 'MEAL ACCOUNTS' are on the right. A blue banner below the logo contains 'Sign Up' and 'HOME > SIGN UP'. The main content area features a 'Verify Phone' heading and a message: '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.' A red-bordered 'CONTINUE' button is highlighted in the bottom right of the message box. The footer contains the Heartland Payment Systems logo, copyright information for 2015, and links for 'ABOUT MYSCHOOLBUCKS', 'MOBILE APPS' (with App Store, Google Play, and Windows Phone Store icons), and 'GET SOCIAL' (with Facebook and Pinterest icons).

Click "Continue to Add a Student".

This screenshot shows the 'Add Student' step of the MySchoolBucks sign-up process. The navigation bar and MySchoolBucks logo are identical to the previous screen. The main content area displays a message: 'Your user profile was created successfully. A welcome email has been sent to your inbox. Now let's add a student...'. Below this message are two buttons: a red-bordered 'CONTINUE TO ADD A STUDENT' button and a 'SKIP THIS STEP, I'LL DO IT LATER' button. The footer is identical to the previous screen, showing the Heartland logo, copyright information, and various utility links and app icons.

Fill in student info below. When finished, click "Find Student".

Add Student

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

Northside Independent School District

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

[Don't have your child's student ID?](#)

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.

Add Student

School:

First Name:

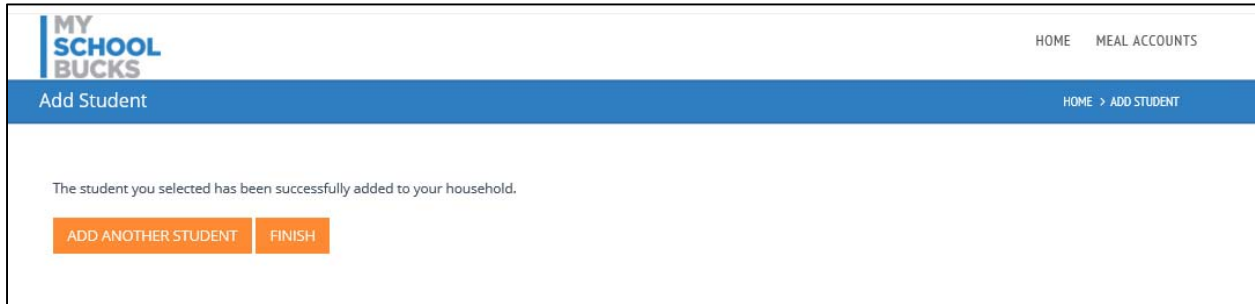
Last Name:

Grade:

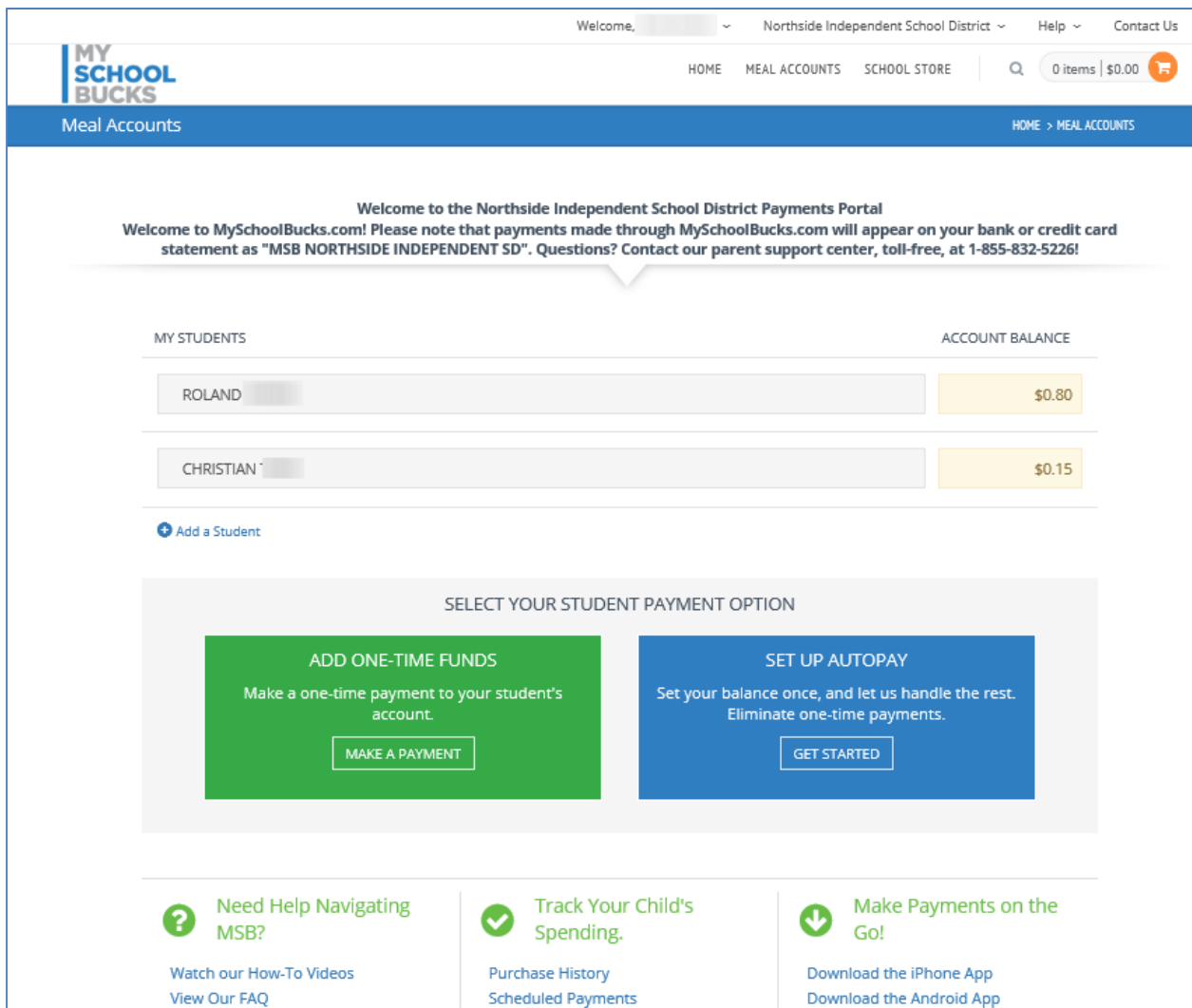
Send email when meal account balance reaches or falls below:

\$ Temporarily disabled by your district

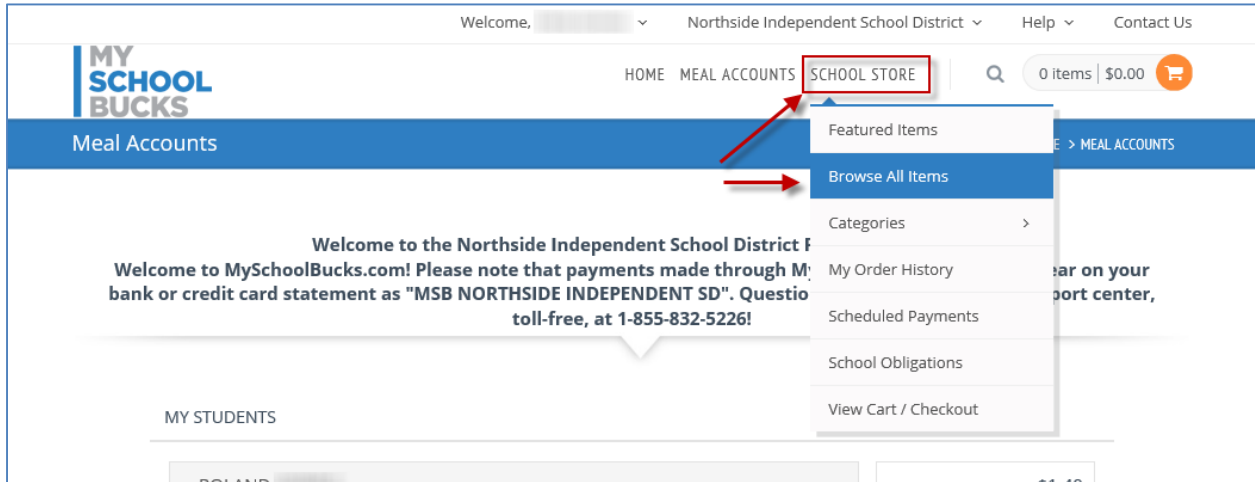
A confirmation page should appear stating it was successful. At this point, you may add another student to your account by clicking “Add Another Student”. If you are done adding students, click “Finish”.



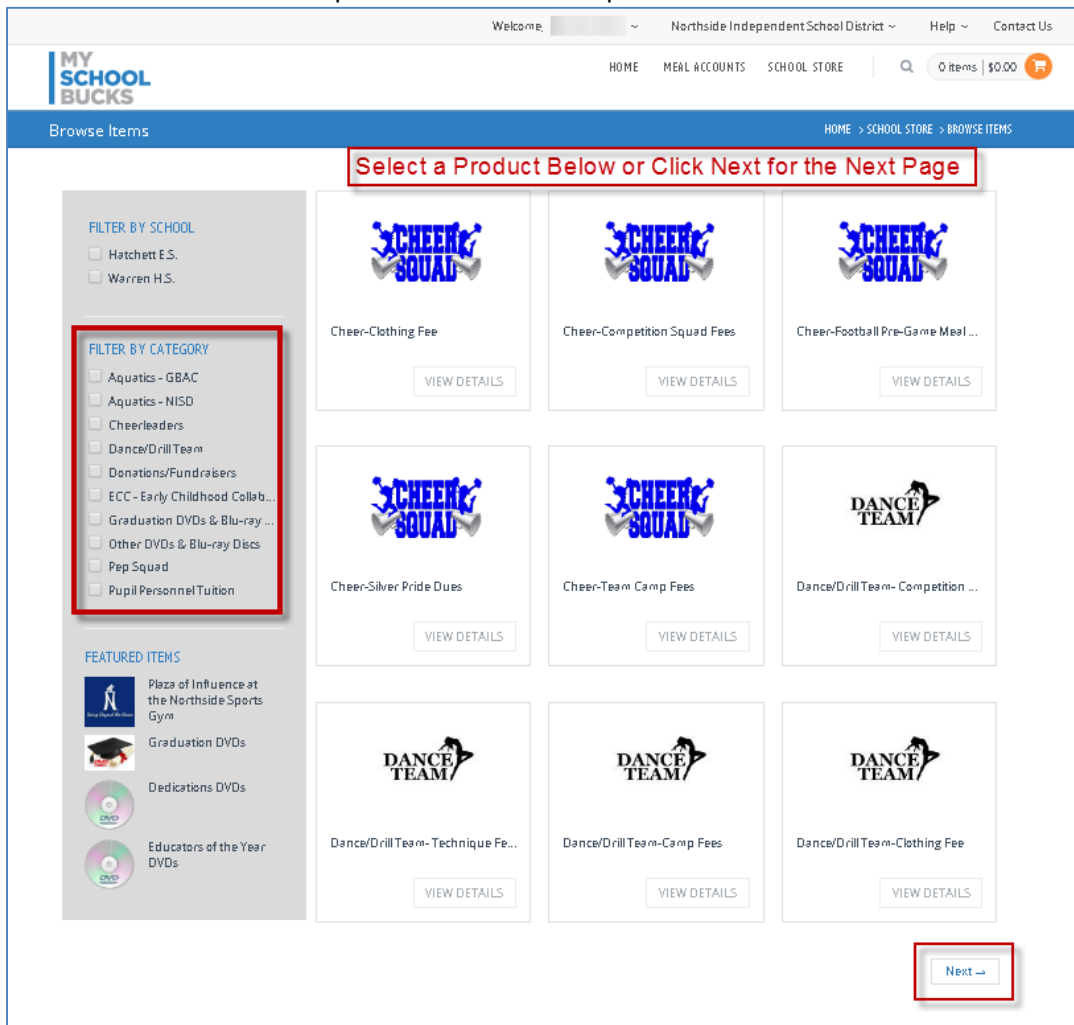
You will be directed to your home screen where you can view your child’s lunch balance, make meal payments, set up auto payments, and many more options. If you need assistance, you can click the “Help” drop-down on the upper right corner. Then you can click on “? Help” for more instructions or on the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



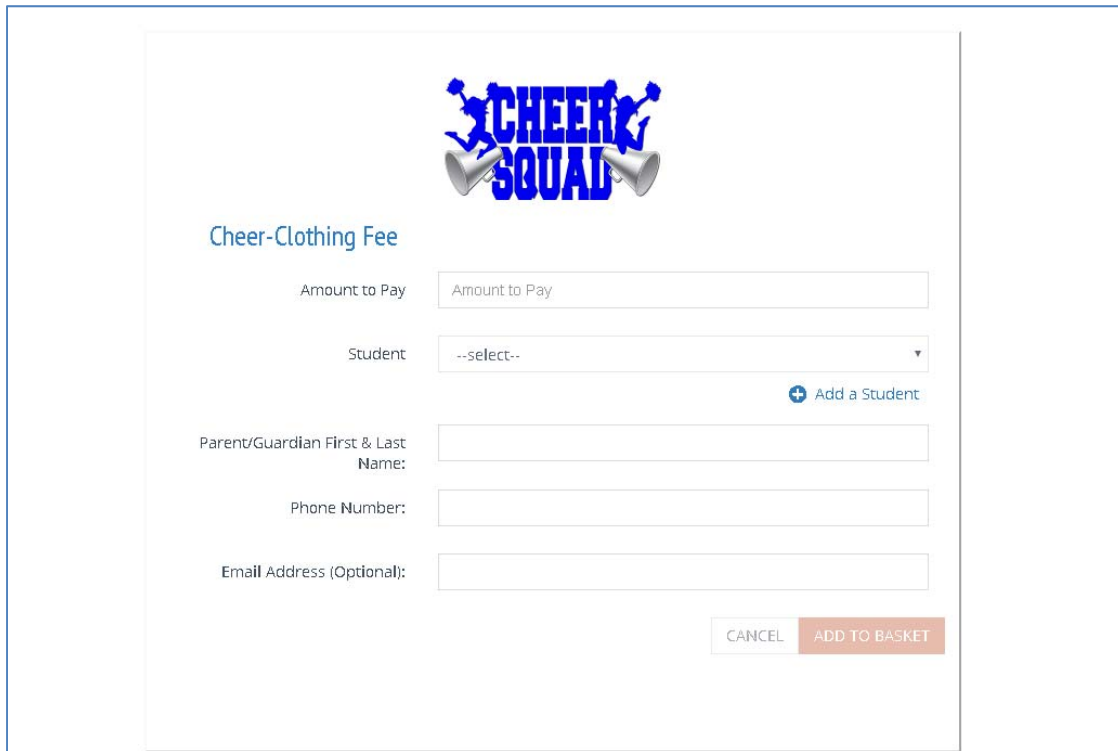
If you wish to make a payment for a different item other than your student's meal account, please select from the "School Store" drop down and click on "Browse All Items".



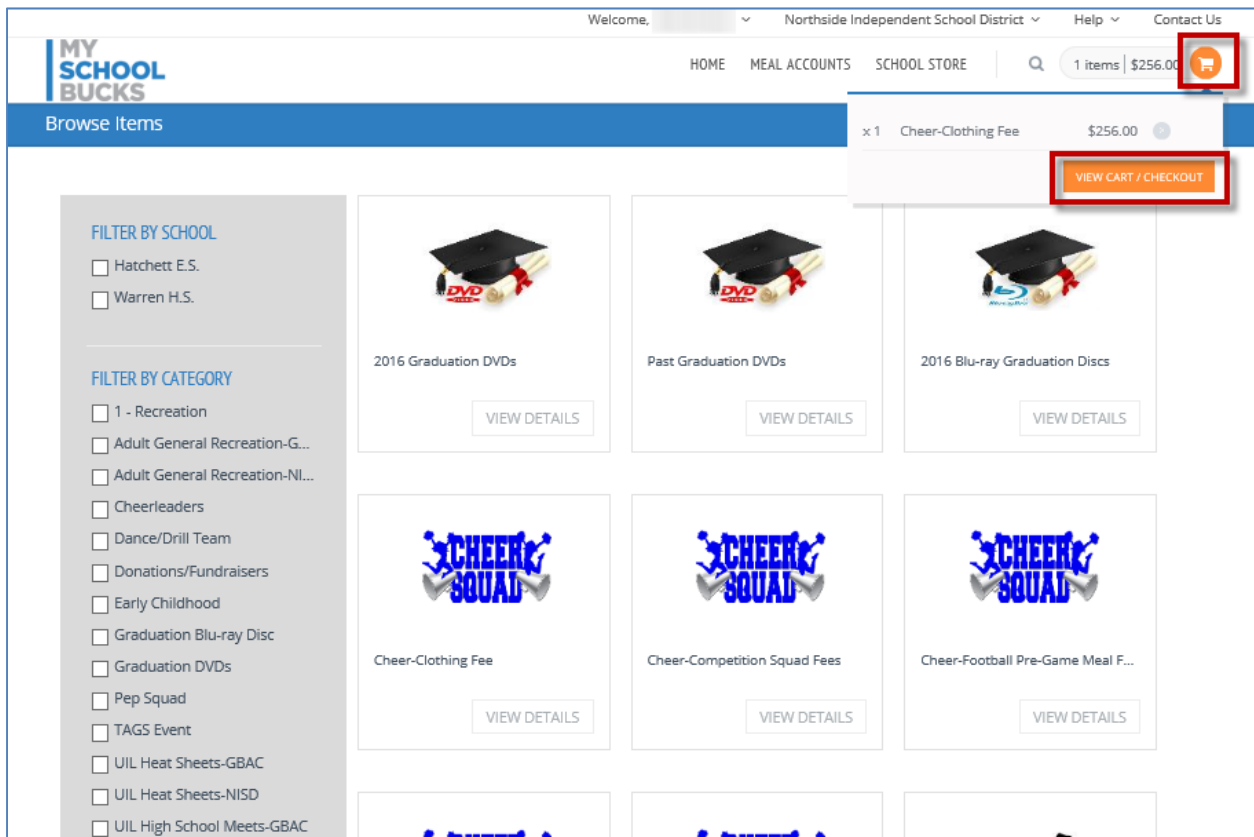
Select a CATEGORY to filter products. Click on the product in the middle section.



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".

Welcome, [Redacted] Northside Independent School District Help Contact Us

MY SCHOOL BUCKS HOME MEAL ACCOUNTS SCHOOL STORE 1 items \$256.00

Place Store Order HOME > SCHOOL STORE > PLACE STORE ORDER

| NAME | STUDENT | UNIT PRICE | QUANTITY | AMOUNT |
|--------------------|-----------------------|------------|----------|----------|
| Cheer-Clothing Fee | [Redacted], CHRISTIAN | \$ 256.00 | 1 | \$256.00 |

Parent/Guardian First & Last Name:: John Smith
Phone Number:: 210-555-5555
Email Address (Optional):: johnsmith@email.com

Choose a payment method:

VISA MasterCard DISCOVER
CREDIT CARD

Visa ending in [Redacted] (Primary)

Enter a new credit card

Subtotal \$256.00
Sales Tax \$0.00
Program Fee \$9.60
Total \$265.60

PLACE ORDER

By clicking Place Order, you agree to our terms of service.

This screen will appear while your payment is processing.

MY SCHOOL BUCKS HOME

Place Meal Order HOME > MEAL ACCOU

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.

MY SCHOOL BUCKS

HOME M

Place Meal Order

HOME > MEAL ACCOUNTS

Order #1 of 2: Your order was accepted. Thank you!

PLEASE NOTE: The charge will appear on your statement as Northside Independent School District.

Order #2 of 2: Your order was accepted. Thank you!

PLEASE NOTE: The charge will appear on your statement as Northside Independent School District.

Your reference code is 'NBR46MHX7HNMGY8'. 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.

PRINT ORDER FINISH

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.