



# MySchoolBucks.com

Did you know Attleboro District Schools 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

## Let's Get Started!

Type [www.myschoolbucks.com](http://www.myschoolbucks.com) into your browser bar:

### Step 1 - Creating a New Parent Account

All new parent users will click on the "REGISTER FOR A FREE ACCOUNT" button and proceed to Step 2.

### Step 2 – Select State

From this screen, select "Massachusetts" from the drop down menu and click the "CONTINUE" button.

### Step 3 – Select School District

From this screen, select "Attleboro District Schools" from the drop down box, and then click the "CONTINUE" button.

### Step 4 – Enter Parent Information

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

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. The user will then click the box and "REGISTER".

### Step 6 – Complete Registration

Upon successful creation of the user account, the "FINISH" button will appear. Click this button to complete the mySchoolBucks user account setup.



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### **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 “Add student”.

#### **Step 2 – Enter Student Information**

Select your school from the drop-down menu. Enter the student’s first name, last name and “birthdate” or “Student ID Number”. Once completed, click Find Student.

#### **Step 3 – Add Student**

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**

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**

To deposit money into one or more student accounts, click Make a Payment. On next page, click on Cafeteria Meal Payment



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**Step 2 – Enter Deposit Amount**

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**

MySchoolbucks takes Visa, Discover and Mastercard. Enter your payment information, making sure to complete all required fields, then click Continue.

**Step 5 – Card Verification Code**

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**

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. If the order is correct, click Place Order.

**Step 7 – Payment Confirmation & Receipt**

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 will open in a new window.

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.