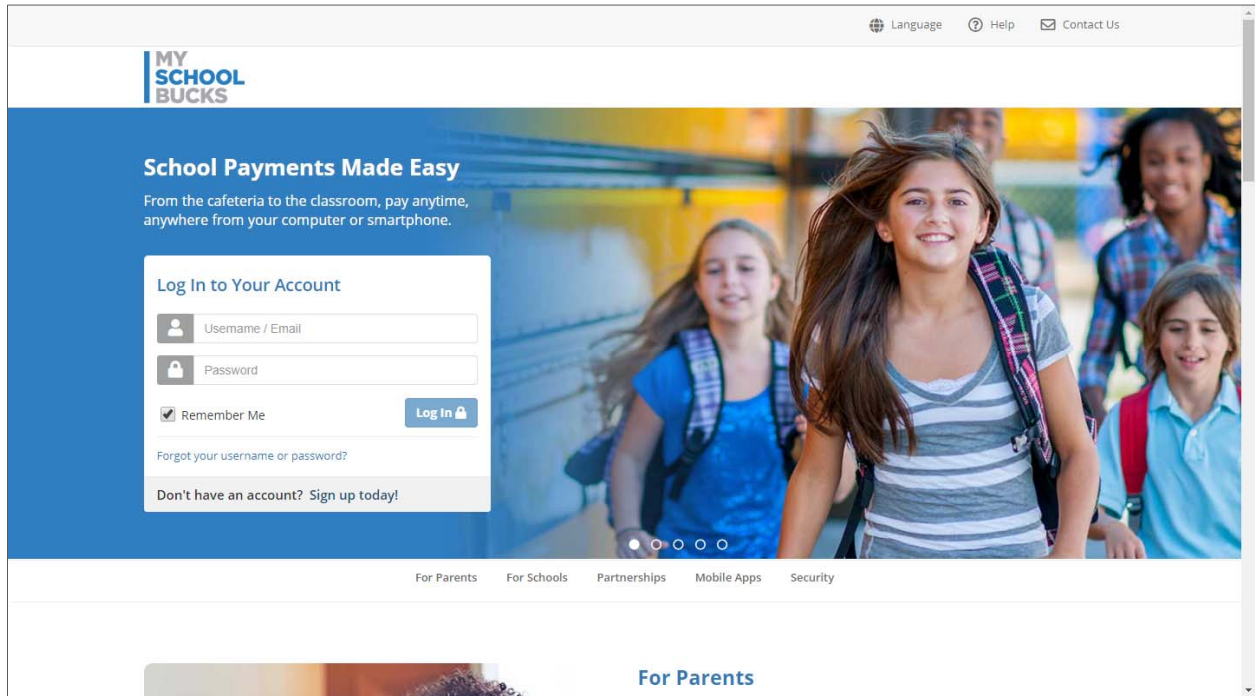


# Summer School Online Payment Guide

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](http://www.myschoolbucks.com) & skip to page 5.

If you do not have an account, go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and click on “Sign up today!”



Fill in the fields below with the user information (not the student’s information).

**Sign Up**

Search for your district by state

Select State/Province

First Name

Last Name

E-mail Address

*NOTE: This will be your username*

Password

Re-type Password

*MUST be at least 6 characters long*

Security Question #1

In what city did you attend high school?

Answer #1

Security Question #2

What are the last 4 digits of your social security number?

Answer #2

I would like to receive feature updates, news and promotional emails from MySchoolBucks

By creating an account, I accept the MySchoolBucks [Terms of Service](#) and [Privacy Policy](#).

CANCEL CREATE ACCOUNT

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

The screenshot shows the 'Verify Phone' step of the MySchoolBucks sign-up process. At the top, there is a navigation bar with 'Welcome, [User Name]', 'Northside Independent School District', 'Help', and 'Contact Us'. Below this is a blue header with the 'MY SCHOOL BUCKS' logo on the left and 'HOME MEAL ACCOUNTS' on the right. A secondary blue bar contains 'Sign Up' on the left and 'HOME > SIGN UP' on the right. The main content area features a white box with the heading 'Verify Phone' and the text: '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 button labeled 'CONTINUE' is positioned to the right of the text. The footer includes the 'Heartland Payment Systems' logo, copyright information for 2015, and sections for 'ABOUT MYSCHOOLBUCKS' (with links for About Us, Contact Us, and Help), 'MOBILE APPS' (with links to the App Store, Google Play, and Windows Phone Store), and 'GET SOCIAL' (with Facebook and Pinterest icons).

Continue to Add a Student.

The screenshot shows the 'Add a Student' step of the MySchoolBucks sign-up process. The navigation and header elements are identical to the previous screen. The main content area features a white box with the text: 'Your user profile was created successfully. A welcome email has been sent to your inbox. Now let's add a student...'. Below this text are two buttons: a red-bordered button labeled 'CONTINUE TO ADD A STUDENT' and a white button labeled 'SKIP THIS STEP, I'LL DO IT LATER'. The footer is identical to the previous screen, including the Heartland logo, copyright information, and links for 'ABOUT MYSCHOOLBUCKS', 'MOBILE APPS', and 'GET SOCIAL'.

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

### Add Student

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

Northside Independent School District

- 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

Birthdate (mm/dd/yyyy)

Student #

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

CANCEL 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".

### Add Student

School: [blurred]

First Name: [blurred]

Last Name: [blurred]

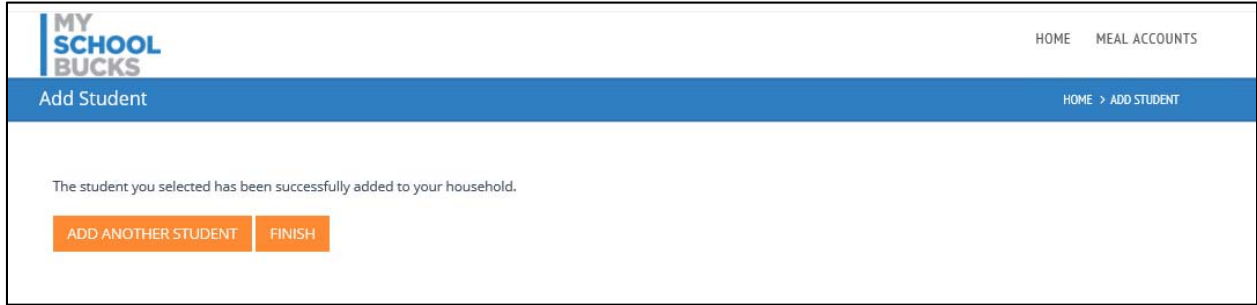
Grade: [blurred]

Send email when meal account balance reaches or falls below:

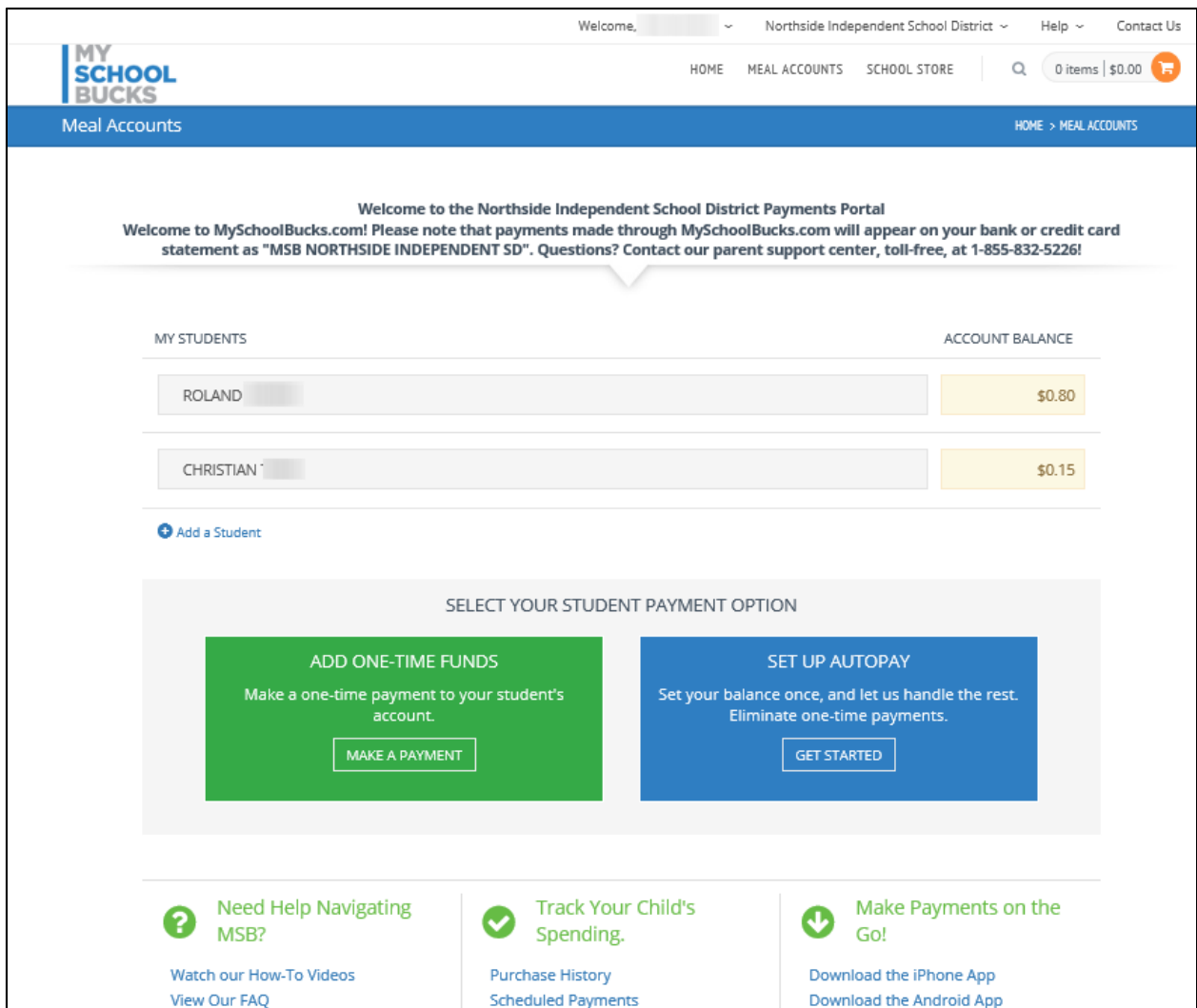
\$ 10.00 Temporarily disabled by your district

CANCEL ADD STUDENT

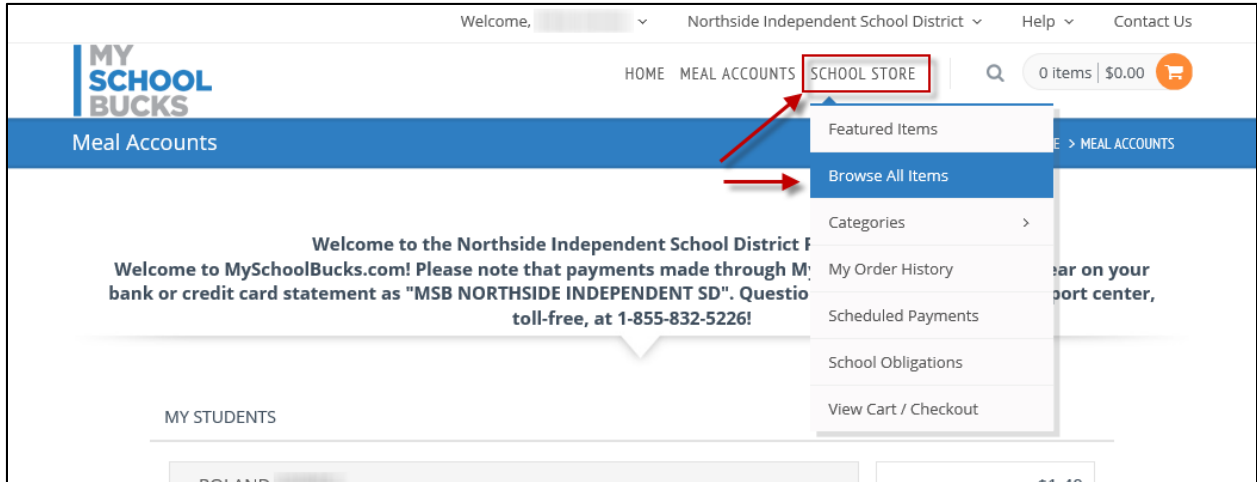
A confirmation page will appear stating it was successful. At this point, you may “Add Another Student” to your account if you wish. When you are done adding students, click “Finish”.



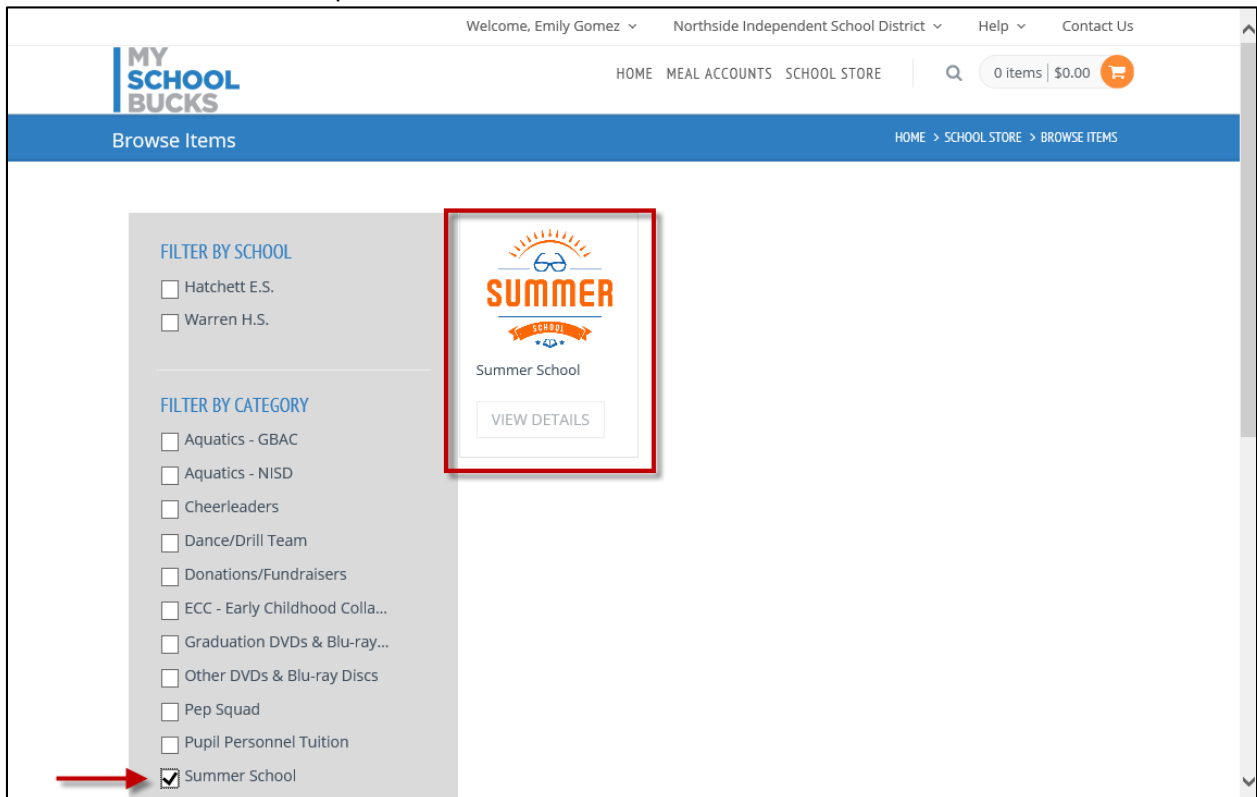
Your home screen will appear, and you can view your child’s lunch balance, make payments, set up auto payments, and many more options. The “Help” drop-down on the upper right corner is available for additional assistance.




Once you have already setup 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”.



Enter information requested, and click "ADD TO BASKET".



### Summer School

Amount to Pay

Student  [+ Add a Student](#)

Parent/Guardian Name

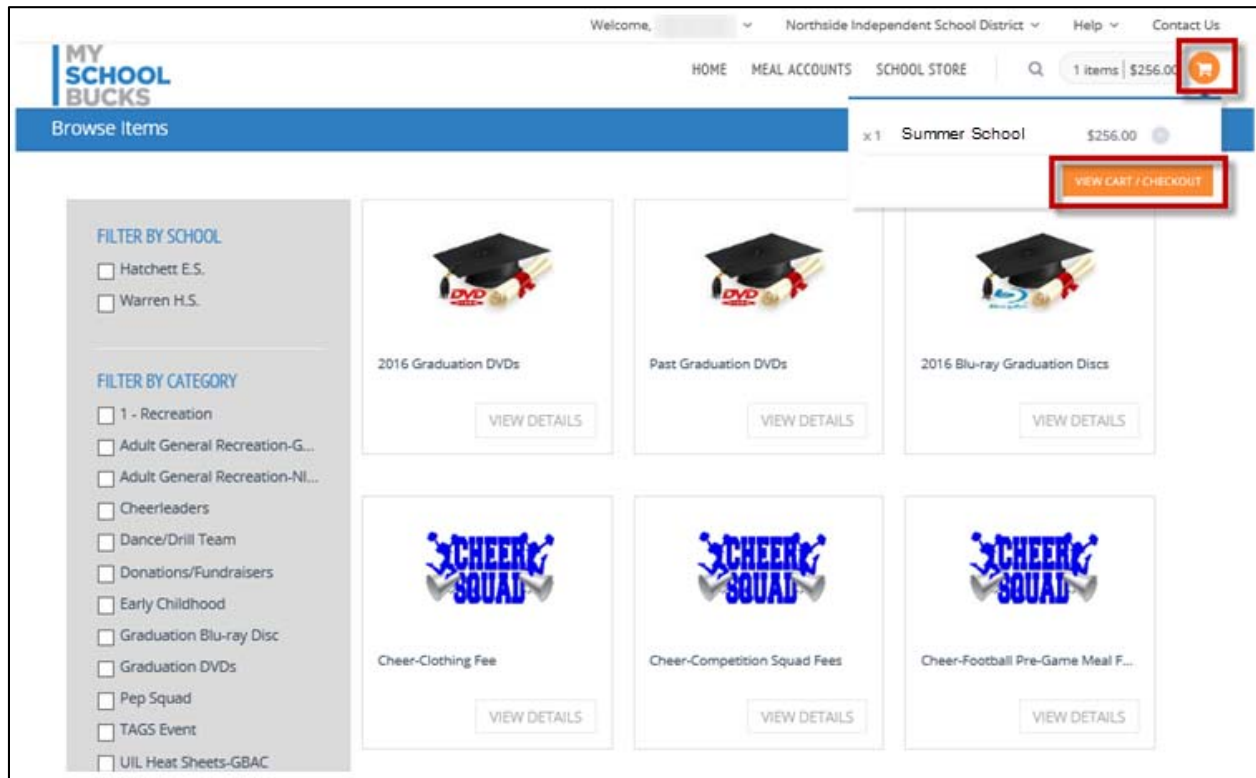
Phone Number

Email Address

[CANCEL](#) [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".



The screenshot shows the 'MY SCHOOL BUCKS' website interface. At the top right, there is a shopping cart icon with a red box around it, indicating it has been clicked. Below the cart icon, a dropdown menu shows 'x1 Summer School \$256.00' and a 'VIEW CART / CHECKOUT' button, also highlighted with a red box. The main content area displays a grid of products for sale, including '2016 Graduation DVDs', 'Past Graduation DVDs', '2016 Blu-ray Graduation Discs', 'Cheer-Clothing Fee', 'Cheer-Competition Squad Fees', and 'Cheer-Football Pre-Game Meal F...'. A sidebar on the left contains filter options by school and category.

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.

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

HOME MEAL ACCOUNTS SCHOOL STORE 1 items | \$256.00

### Place Store Order

HOME > SCHOOL STORE > PLACE STORE ORDER

NAME	STUDENT	UNIT PRICE	QUANTITY	AMOUNT
Summer School	[User], CHRISTIAN	\$ 256.00	1	\$256.00

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

Choose a payment method:

VISA CREDIT CARD

Visa ending in (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.

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

## Payment Confirmation

Your payment (confirmation code: "52AW84N4YFVF7ND") is being processed. Thank you!  
The payment will appear on your statement as "NISD MSB Store".

Please Note:

- You will receive an email confirmation for this payment if you have enabled payment confirmations in your User Profile.
- You may check your **Order History** at any time for your order status.

**VIEW SCHOOL STORE**

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