## Sharyland ISD After School Care



#### MySchoolBucks How To Guide

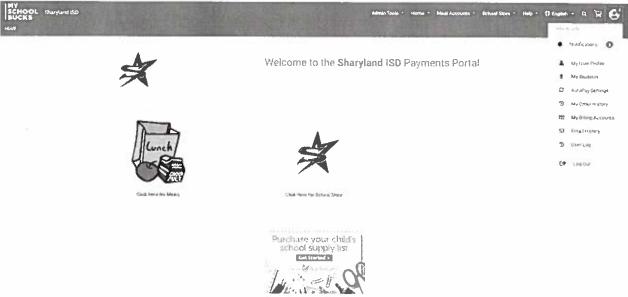
Please note the example shows Shary Elementary however these steps are the same for all campuses.

STEP 1: Log on to MySchoolBucks.com. Once logged in, you will see the screen below:



If you have not added your child(ren) to your account, please proceed with STEPS 2 - 6. If you already have added your child(ren) to your account, please proceed to STEP 7.

STEP 2: Click on the person on the upper hand corner to view the drop down menu. Then select My Students.



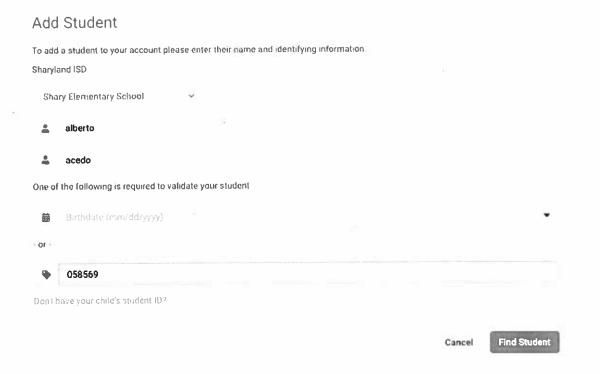
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STEP 3: Click on Add Student.



STEP 4: Select your child's school, enter child's name and either birthdate or student id. Then click Find Student.



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STEP 5: Review student information and make changes if necessary for student meals. If everything is correct, click Add Student.

Note: Meals are currently free to all students in the district.

# Add Student School: Shary Elementary School First Name: ALBERTO Last Name: ACEDO Grade: 2 When meal account balance reaches or falls below: \$ 10 00 Send email

STEP 6: After STEP 5 you will be taken back to this screen where you can add another child to your profile if needed.

My Students	Add, Edit, and Remove Students		
Name		Low Balance Threshold	
ALBERTO ACEDO		\$9.00	Edit Remove
			Add Student

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STEP 7: After you have added students to your account or if you already have students on your account, click on School Store and then select Browse All Items.



STEP 8: On this screen you will select XXX Elem After School Care.



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STEP 9: On this screen select your student from the drop down menu and the month you are paying for.

Note: After the due date, you will need to pay the \$5 late fee per day through another product called XXX Elem After School Care Late Fees. Please reach out to your campus for guidance.



STEP 10: After completing the information select either Buy Now to check out or Add to Basket



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STEP 11: When after Add to Basket, you will be taken to this screen. You can repeat the steps to pay for another student or click on the basket on the upper right corner to check out.



STEP 12: Complete information for payment on the check out screen and click continue to complete the payment process.

