

Guide to Establishing an Account on My SchoolBucks

1. Go to www.myschoolbucks.com
2. Select "Register for a Free Account" and complete all required information
 - a. For the "State/Province" option, please select Massachusetts
 - b. For the "School District" option, please select Middlesex School
3. Once the account is established, you will be brought to the "Getting Started" page
 - a. To add students to your account:
 - i. Select "My Household" in the upper left
 - ii. Select "Add a student"
 1. When adding a student, please use their formal first and last name (as compared to their preferred nickname)
 2. The student ID is the same alpha ID that is noted on the monthly student bill.
 - iii. When a match is found, select "Add Student"
4. Making Payments
 - a. Log -in and select "Make Payment"
 - b. Select the amount you want to deposit
 - c. Checkout and please make sure to hit the final "place order" on the confirmation screen
 - d. Note: there will be a \$2.50 convenience fee for processing the payment
5. Current Balance Review
 - a. When you log into the account, the home page (My Household) will indicate the current account balance
6. Activity Report
 - a. Log-in and select "Cafeteria Purchases" on the left hand column
 - i. Please note: this account is used for both grill purchases and cash withdrawals from the student bank. The "Cafeteria Purchases" is a bit misleading, but it will show both student bank and grill activity.