

## **Guide to Establishing and Using an Account on My SchoolBucks**

1. Go to [www.myschoolbucks.com](http://www.myschoolbucks.com) or access from Middlesex website Parent tab
2. Select “Sign Up Today” and complete all required information
  - a. For the state option, please select “Massachusetts”.
  - b. For the “School District” option, please select “Middlesex School”
  - c. Once the basic account is created, you will be prompted to add a student:
    - i. For “First Name” – please use your student’s full name (not a nickname)
    - ii. For “ID” – please use the School ID (same ID as identified on the School bill).
    - iii. While you can update this later, it is a good idea to set a low balance limit which will trigger an email notification. You can activate this option once the student is selected and before you complete this process.
    - iv. Select “Finish” when complete
3. Once account is established:
  - a. To add a student:
    - i. Log in
    - ii. Under, “MY STUDENTS”, select “Add a Student”
    - iii. Follow steps under “b” above
  - b. To change the notification threshold:
    - i. Log in
    - ii. At the top of the page, select your name to trigger the drop down list and select “My User Profile”
    - iii. On the right side of the screen, look for “Low Balance Emails” in green and select “Edit Student Settings”
    - iv. Find the student for whom you would like to change the notification threshold and select “edit”
    - v. Enter the new threshold required for email notification
  - c. To make payments:
    - i. To make a non-recurring payment:
      1. Log in, find “Add One-Time Funds” and select “Make a Payment”  
Note: if you have already logged in and you are elsewhere on the site, return to the home screen
      2. Please make sure to select “Fund Now” to complete the process  
Note: there will be a \$2.50 convenience fee for processing the payment
    - ii. To establish an auto pay:
      1. Log in, find “Setup Autopay” and select “Get Started”
      2. Please make sure to select “Complete Setup” to complete the process  
Note: there will be a \$2.50 convenience fee for processing the payment
  - d. To check account balance:
    - i. Once you log in, the balance for any student currently listed on your account will be visible from the home screen.
  - e. To view account activity:
    - i. From the home screen, click on the student name
    - ii. Select “Cafeteria Purchases” to see detail  
Note: Activity is only viewable for 90 days

MY  
SCHOOL  
BUCKS



GET THE APP



[myschoolbucks.com](http://myschoolbucks.com)

