



Guide to Establishing and Using an Account on My SchoolBucks

1. Go to www.myschoolbucks.com or access from Middlesex website Parent tab
2. Select "Sign Up Today" and complete all required information
 - For the state option, please select "Massachusetts".
 - For the "School District" option, please select "Middlesex School"
 - Once the basic account is created, you will be prompted to add a student:
 - For "First Name" – please use your student's full name (not a nickname)
 - For "ID" – please use the School ID (same ID as identified on the School bill).
 - 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.
 - Select "Finish" when complete
3. Once account is established:
 - To add a student:
 - Log in
 - Under, "MY STUDENTS", select "Add a Student"
 - Follow steps under "b" above
 - To change the notification threshold:
 - Log in
 - At the top of the page, select your name to trigger the drop down list and select "My User Profile"
 - On the right side of the screen, look for "Low Balance Emails" in green and select "Edit Student Settings"
 - Find the student for whom you would like to change the notification threshold and select "edit"
 - Enter the new threshold required for email notification
 - To make payments:
 - To make a non-recurring payment:
 - a. 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
 - b. Please make sure to select "Fund Now" to complete the process
Note: there will be a \$2.50 convenience fee for processing the payment
 - To establish an auto pay:
 - a. Log in, find "Setup Autopay" and select "Get Started"
 - b. Please make sure to select "Complete Setup" to complete the process
Note: there will be a \$2.50 convenience fee for processing the payment
 - To check account balance:
 - Once you log in, the balance for any student currently listed on your account will be visible from the home screen.
 - To view account activity:
 - From the home screen, click on the student name
 - Select "Cafeteria Purchases" to see detail
Note: Activity is only viewable for 90 days

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