1. Go to [http://myschoolbucks.com/](http://myschoolbucks.com/) and create an account. If you already have an account from a previous year, you can skip to step 9.

2. Enter the state, District Name, First and Last Name.

3. Enter your e-mail address, password and security questions.

4. Review “Terms of Service” and “Privacy Policy” and select “CREATE ACCOUNT”.

5. Select “CONTINUE TO ADD A STUDENT”
6. Select “District Staff”, enter your First and Last Name. Then enter the capital letter “A” followed by an underscore, followed by your employee number. (On the front of your badge.) ***Instead of District Staff, you might have to enter the campus you are currently teaching.

Select “FIND STUDENT”.

7. Uncheck “Send email” and select “ADD STUDENT”.

8. Select “FINISH”

9. In the top right-hand navigation, select “SCHOOL STORE” and then “Featured Items”.

10. Scroll down and located “OPT INS MOBILE DEVICE” and select “VIEW DETAILS”.

11. Use the dropdown menu and select “PROTECTION COVERAGE FOR DISTRICT OWED IPAD AND LAPTOP ($30.00)”.

Select “ADD TO BASKET”.
12. In the upper right-hand corner, select your basket (cart).

13. Complete the payment information.

14. You are Done!