# MySchoolBucks Instructions

1) Go to https://www.myschoolbucks.com
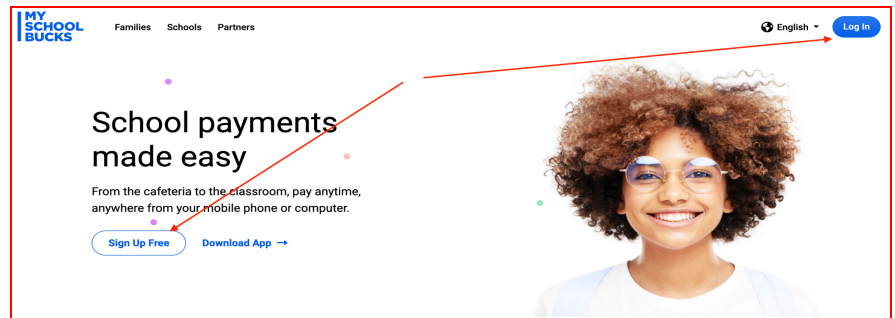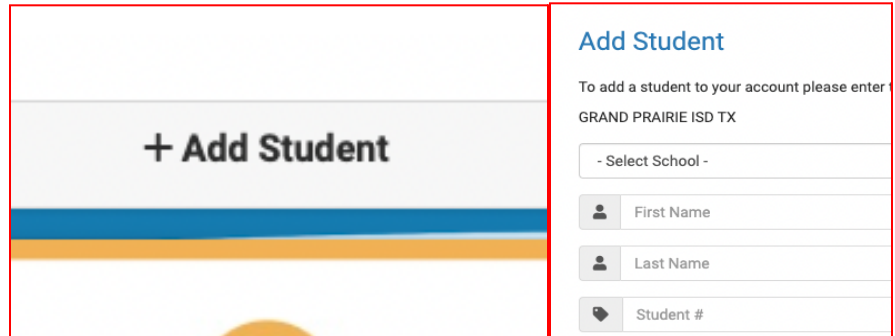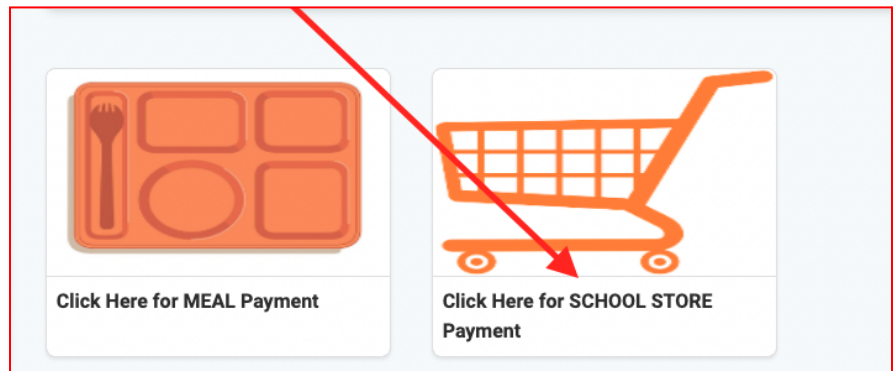Click "Log In" if you already have an account
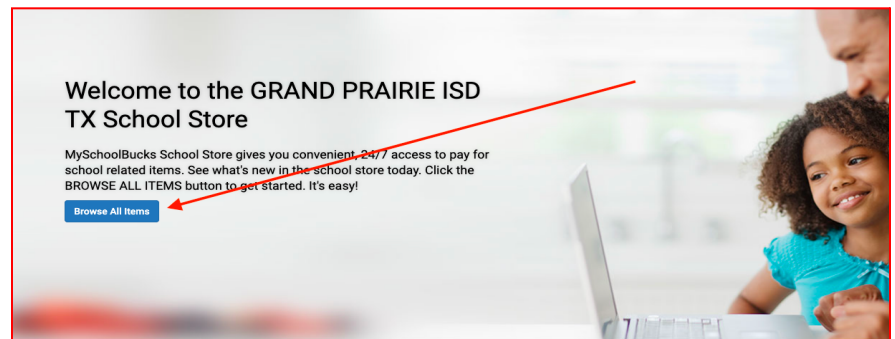Otherwise, click "Sign Up Free"



2) If you haven't already added your student, click the "Add Student" button. Select the school, student name, and student ID number.
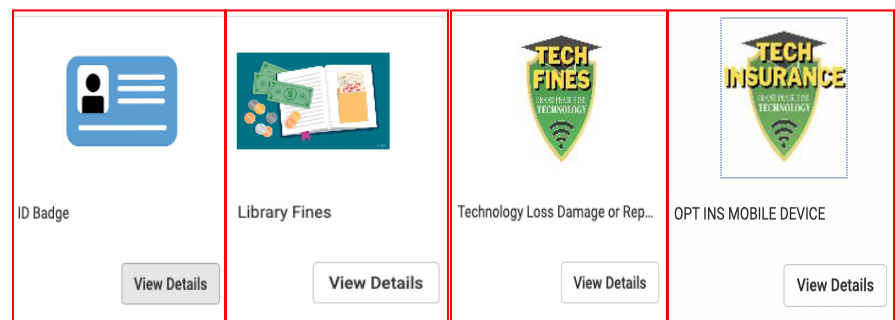


3) On the home page, click "School Store Payment".
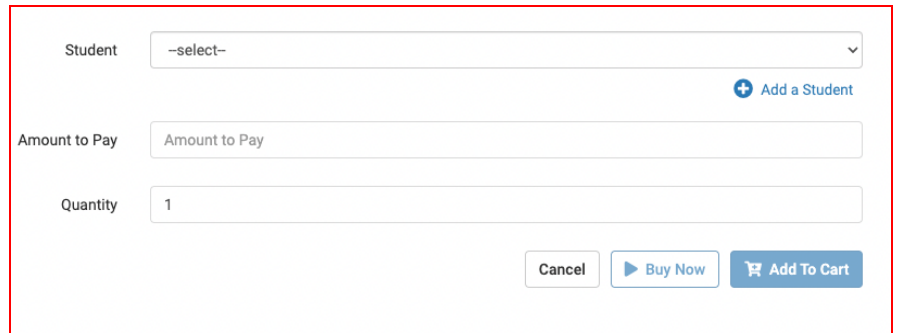


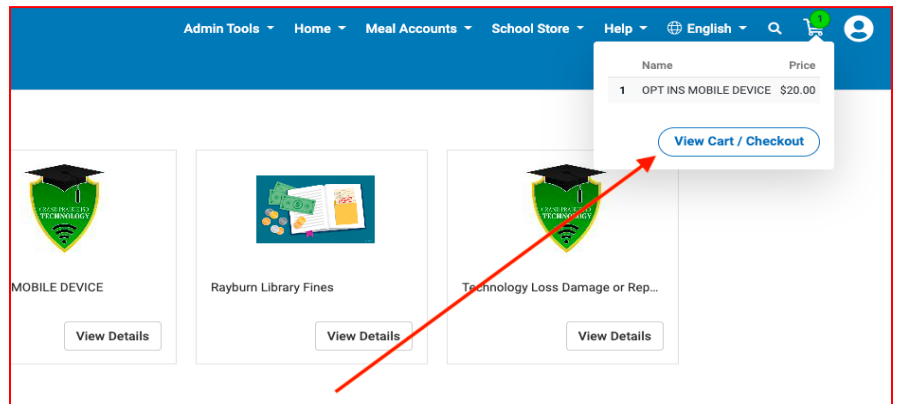4) Click "Browse All Items"



5) Select whether you're paying for "ID Badge", "Library Fines", "Tech Fines", or "Tech Insurance"
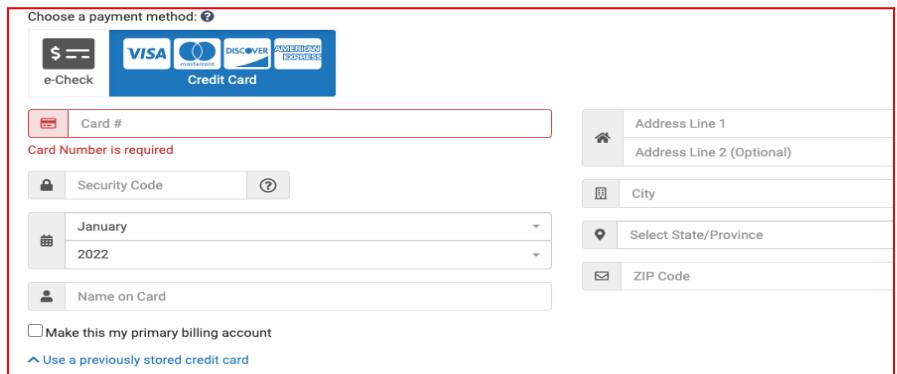
6) Select your student's name from the dropdown menu, fill in the "Amount to Pay", and click "add to cart."

| | |
|---|---|
| Student | --select-- |
| | ⊕ Add a Student |
| Amount to Pay | Amount to Pay |
| Quantity | 1 |

Cancel    ▶ Buy Now    🛒 Add To Cart

7) Once added, click on the cart in the top right corner and "checkout".

Admin Tools ▾    Home ▾    Meal Accounts ▾    School Store ▾    Help ▾    🌐 English ▾    🔍    🛒¹    👤

| | Name | Price |
|---|---|---|
| 1 | OPT INS MOBILE DEVICE | $20.00 |

View Cart / Checkout

MOBILE DEVICE            Rayburn Library Fines            Technology Loss Damage or Rep...

View Details            View Details            View Details

8) Enter all the necessary payment information and click "continue"

Choose a payment method: ❓

e-Check        VISA 💳 DISCOVER AMERICAN EXPRESS
                         Credit Card

Card #
Card Number is required                    Address Line 1
                                           Address Line 2 (Optional)
Security Code ❓                           City
January                                    Select State/Province
2022                                       ZIP Code
Name on Card

☐ Make this my primary billing account
⌃ Use a previously stored credit card

9) Once complete, click "place order"

Total        $20.00

Cancel        Place Order

**\*\*Once you have completed your order, please forward the confirmation email to our Instructional Media Specialist, Stephen Hubel\*\***

**Stephen.Hubel@gpisd.org**