



Registering for a FREE mySchoolBucks Account

- You will first need your child's **student ID number**; you may get this number by contacting your child's school or contacting the food service at 847-464-6043
- Go to our district website, under departments go to Food service, click on the link to mySchoolBucks OR go directly to www.myschoolbucks.com.
- Click **REGISTER FOR A FREE ACCOUNT** and enter the required information.
- Click **FINISH** to complete the initial registration process.
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Adding Students to Your Account

- Once you are logged into your new account, click **MY HOUSEHOLD** from the left-side navigation bar.
- Click **LOOK UP YOUR STUDENTS**.
- Select your child's school from the drop-down box.
- Enter your child's first name.
- Enter your child's last name.
- Enter your child's student ID number.
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **FINISH** or click ADD ANOTHER STUDENT to repeat the process for additional children.

Making a Deposit

- From the My Household page, click **MAKE A PAYMENT**.
- Enter the deposit amount for each student account, then click **ADD TO BASKET**.
- Review the amount(s) you have entered and click **CHECK OUT NOW**. If you need to adjust an amount click CONTINUE SHOPPING.
- Enter your payment information and click **CONTINUE**.
- If paying with a credit or debit card, enter the three or four digit Verification Code that appears on your card, then click **CONTINUE**.
- Review your order and make sure all deposits are correct, then click **PLACE ORDER**.
- Click **PRINT ORDER** to generate a receipt of your transaction in a new window. We recommend that you keep a copy for records.
- Click **FINISH** to complete the transaction.

If you have any questions, you can email support@myschoolbucks.com or call 1-855-832-5226