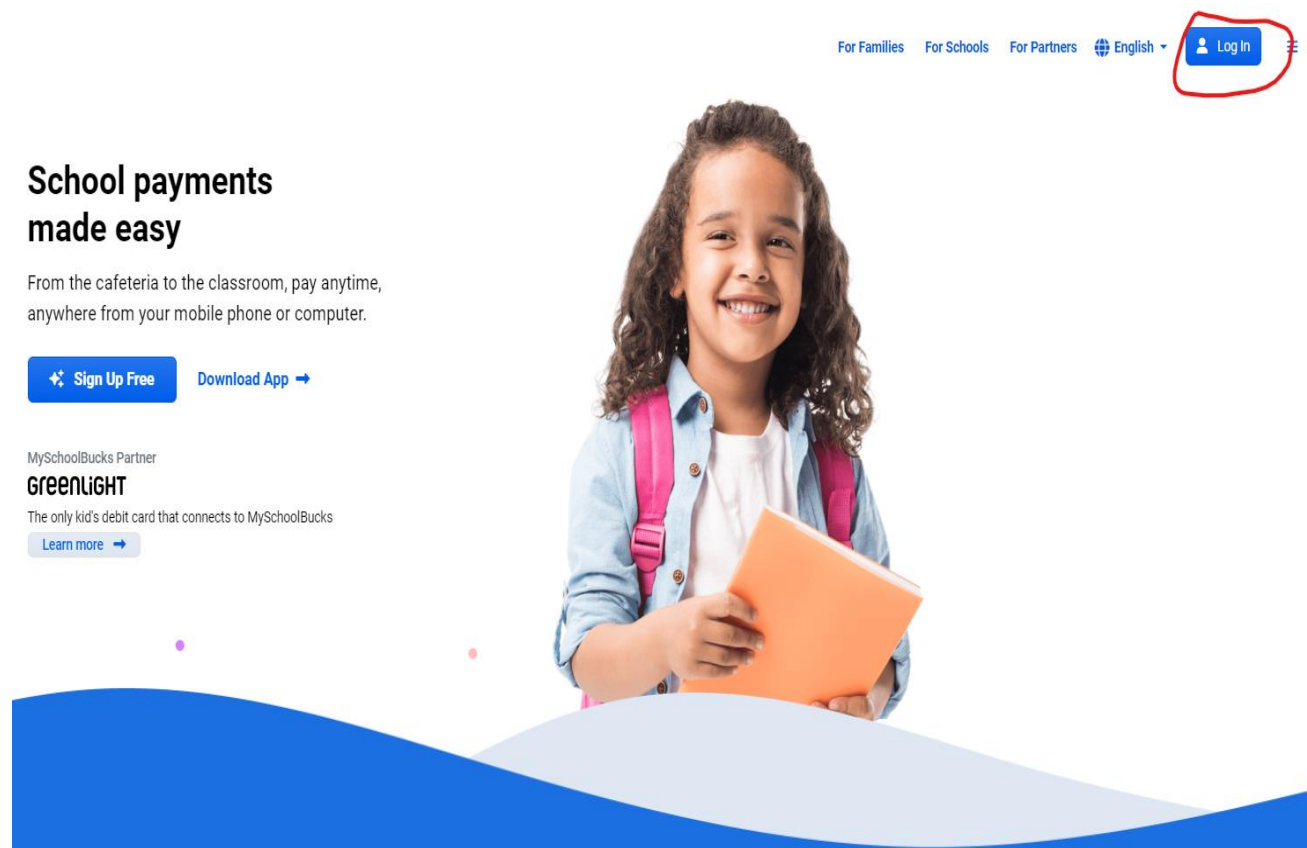


Hello,

Park Ridge-Niles CCSD 64 employs My School Bucks as its payment platform for families. Most purchases for students, including food services at the middle school level, can be transacted through My School Bucks.

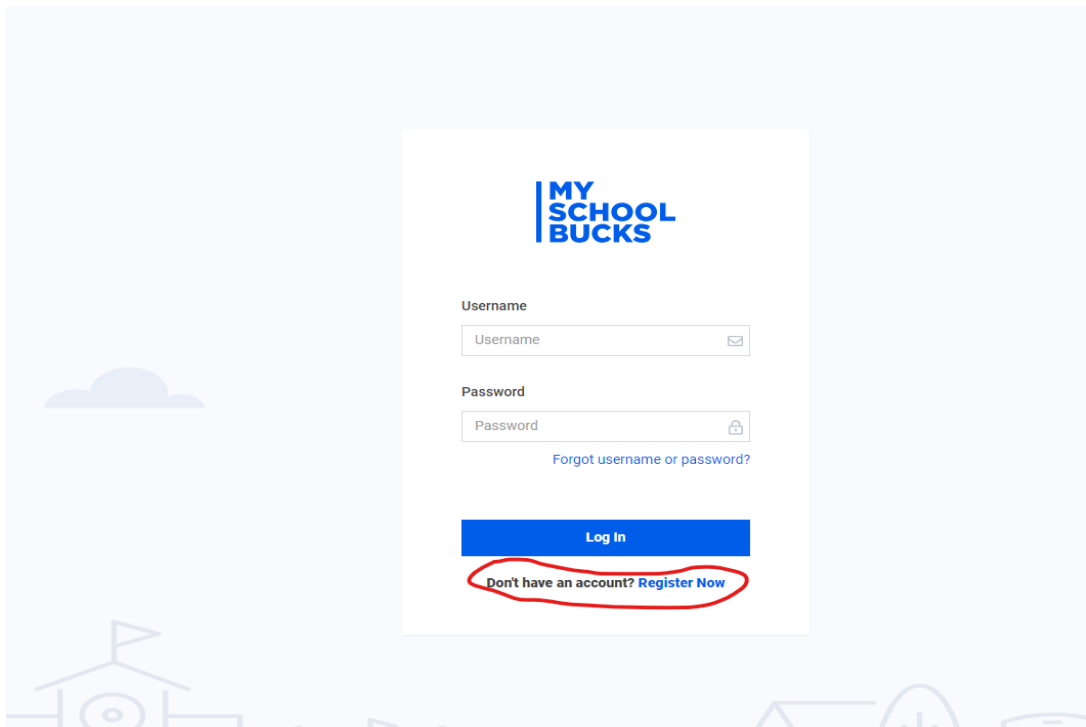
In order to use My School Bucks, an account needs to be created. Please follow these basic steps to create your My School Bucks account:

1. Visit **myschoolbucks.com** (click [here](#))
2. Click **Log In** in the top right corner

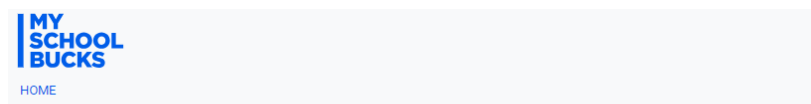


The screenshot shows the My School Bucks website. At the top right, there is a navigation bar with links for "For Families", "For Schools", "For Partners", and "English". A "Log In" button with a user icon is circled in red. Below the navigation bar, the main heading reads "School payments made easy". Underneath this, a subtext states: "From the cafeteria to the classroom, pay anytime, anywhere from your mobile phone or computer." There are two buttons: "Sign Up Free" with a star icon and "Download App" with a right arrow icon. Below these buttons, it says "MySchoolBucks Partner" followed by the "greenLIGHT" logo. A subtext below the logo reads: "The only kid's debit card that connects to MySchoolBucks". A "Learn more" button with a right arrow icon is at the bottom left of this section. The background of the page features a large image of a young girl with curly hair, wearing a blue shirt and a pink backpack, holding an orange book. The bottom of the page has a blue wavy graphic.

3. Click **Don't have an account? Register Now**

The image shows a login and registration form for 'MY SCHOOL BUCKS'. The form is centered on a light blue background with faint illustrations of a school building and clouds. The form itself is white and contains the following elements: the 'MY SCHOOL BUCKS' logo at the top; a 'Username' label above a text input field with a placeholder 'Username' and an eye icon; a 'Password' label above a text input field with a placeholder 'Password' and an eye icon; a link 'Forgot username or password?' below the password field; a blue 'Log In' button; and a link 'Don't have an account? Register Now' which is circled in red.

4. Follow the prompts to create an account.
5. Log into your new account. Select the **MySchoolBucks** application if not taken directly to My School Bucks.



Select an application:

[MSB Accounting](#)

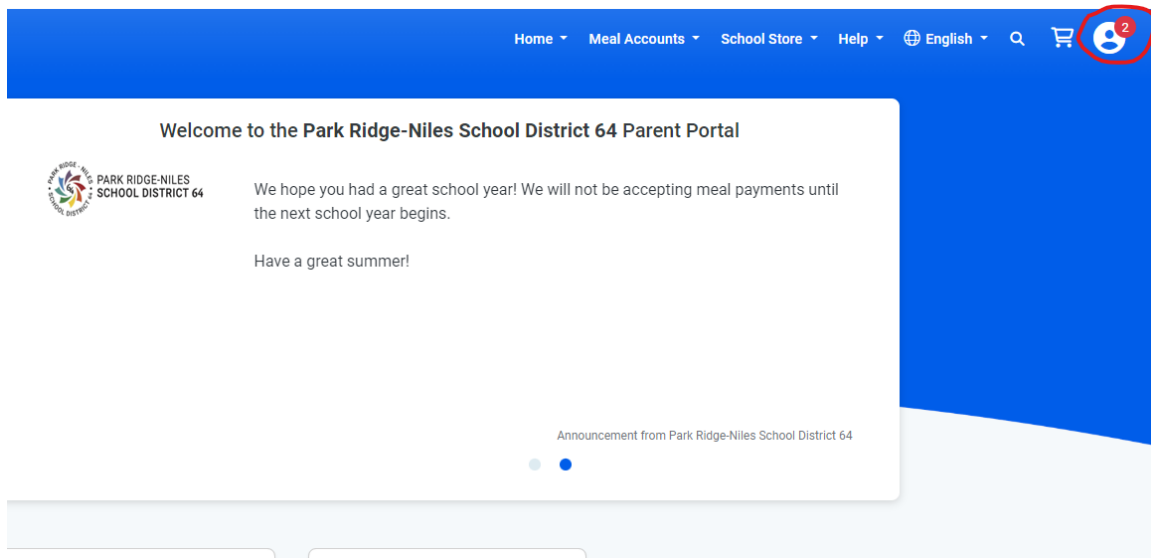
[MSB Tickets](#)

[MSB Tickets - Cert](#)

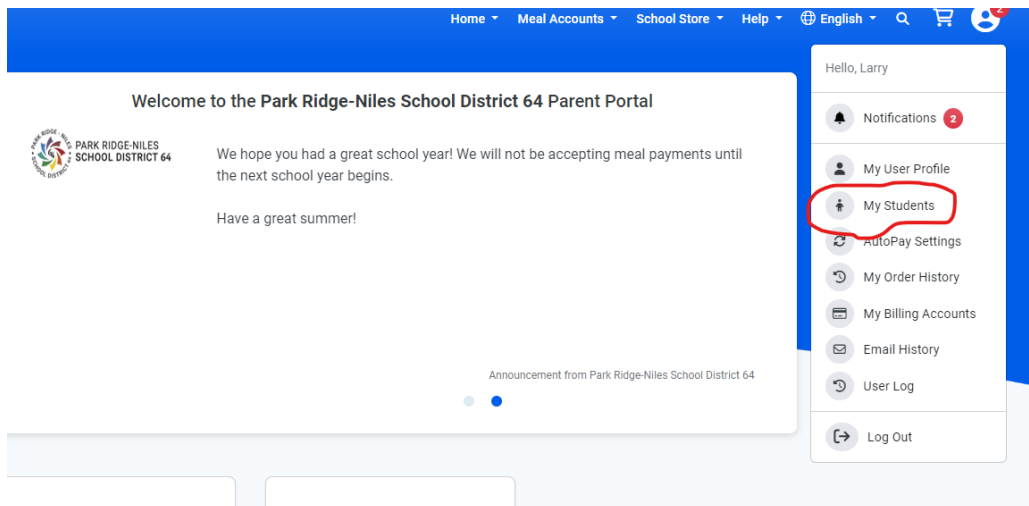
[MSB Tickets - Sales](#)

[MySchoolBucks](#)

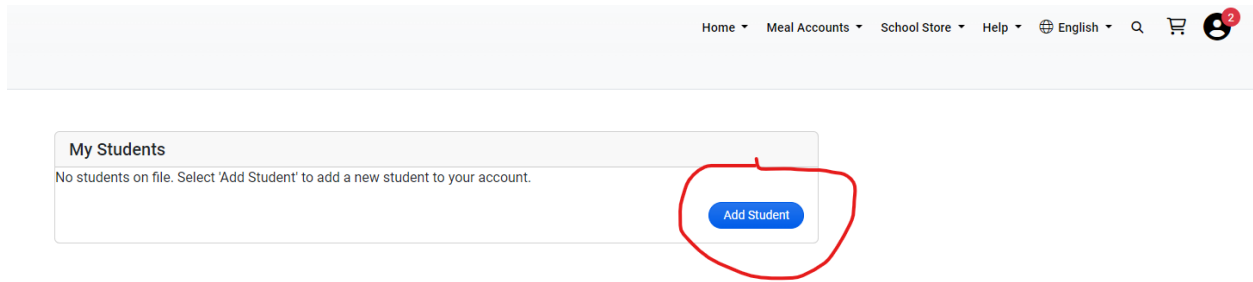
6. Click the person silhouette in the top right corner



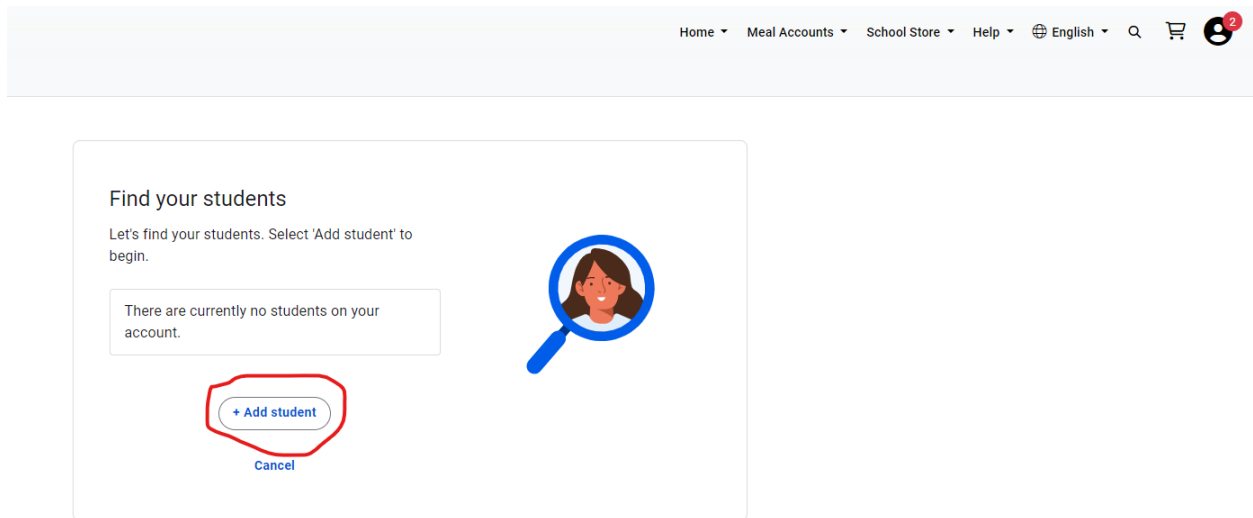
7. Click **My Students**



8. Click **Add Student**

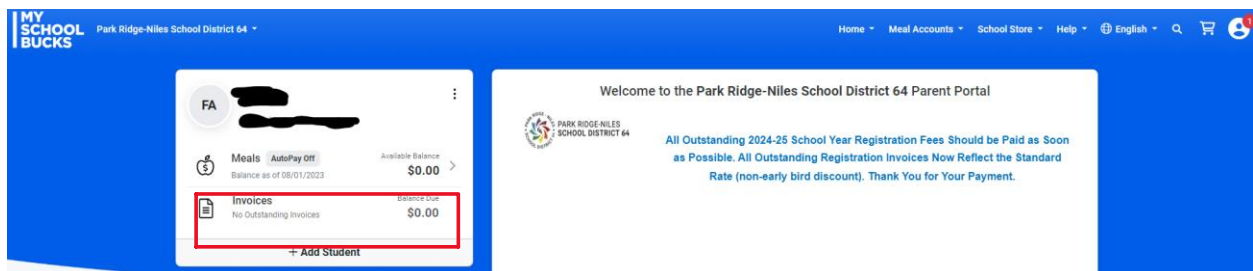


9. Click **Add student** again

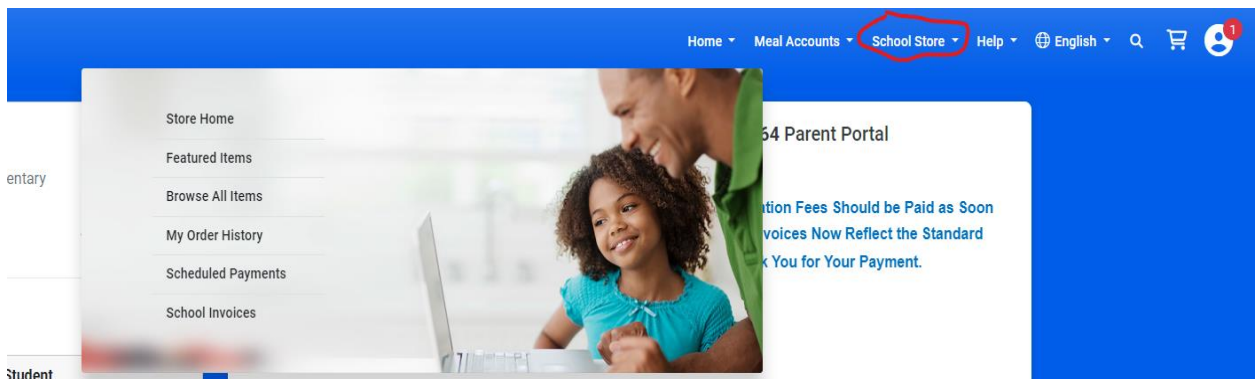
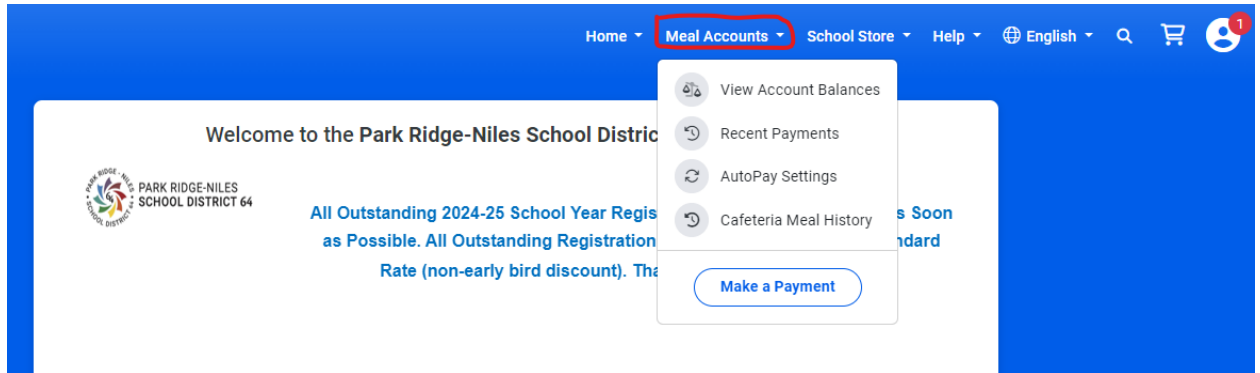


10. Enter your child's identifying information. Click **Add Student**. Click **Confirm**. Repeat this process to add other children in your household that are District 64 students. Once all children have been entered click the **Home** button.

11. Any outstanding **invoices** for your children will show up on this screen, per child.



12. Visit the **Meal Accounts** menu to add money to your child's meal plan (for middle school students only) or visit the **School Store** to purchase items that your child may need for school (a field trip, a new PE shirt or shorts, etc.)



When all else fails with the account creation process it is best to contact the My School Bucks Parent Support hotline at 855-832-5226