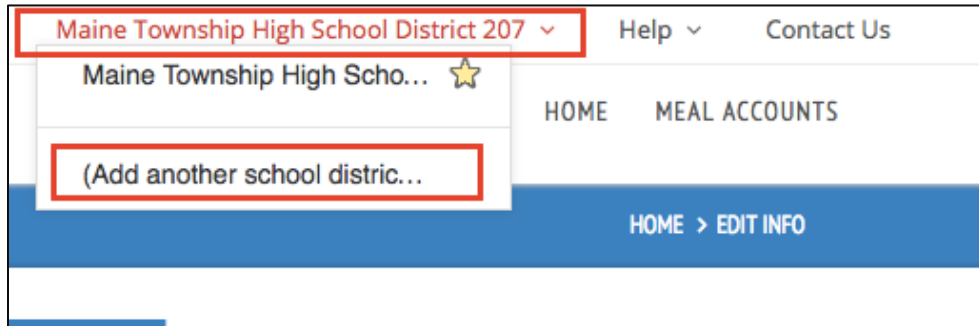


## How to Add District 64 to an Existing MySchoolBucks Account

- 1) Go to [www.myschoolbucks.com](http://www.myschoolbucks.com)
- 2) Log in to your account with your email address and password.
- 3) In the top right of the screen click on the school district currently associated with your account. Then click on **Add another school district**.



- 4) Choose Illinois for the State and Park Ridge-Niles School District 64 as the district you want to add to your account. Then click **Add District**.

A screenshot of the 'Add District' form. The title 'Add District' is in blue. Below it is the instruction 'Search for your district by state or province'. There are two dropdown menus: the first is set to 'Illinois' and the second is set to 'Park Ridge-Niles School District 64'. Below the dropdowns is a checkbox labeled 'Make this my primary district' which is checked. At the bottom right, there are two buttons: 'CANCEL' and 'ADD DISTRICT'.

Note: The district designated as primary will be the district store that appears first each time you log in to your account. To switch between two district stores, click on the school district name currently appearing in the top right of the screen and then select the other district.

