



Registering for a FREE mySchoolBucks Account:

- Go to the district website at www.oceancityschools.org, then click on Food Services, 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.

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 (10000XXXXX).
 - o If you do not have the ID number; click "Don't have your child's ID number?" and fill out the information. You should receive a response within 2 business days.
- 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.
- ***IMPORTANT*** There is a \$1.95 convenience fee for each transaction. Each transaction can be split between multiple student accounts.