Hartselle City Schools
MySchoolBucks Parent Guide

How to Sign Up (Web)

- Go to https://www.myschoolbucks.com
- Click Sign Up Free in the top right corner
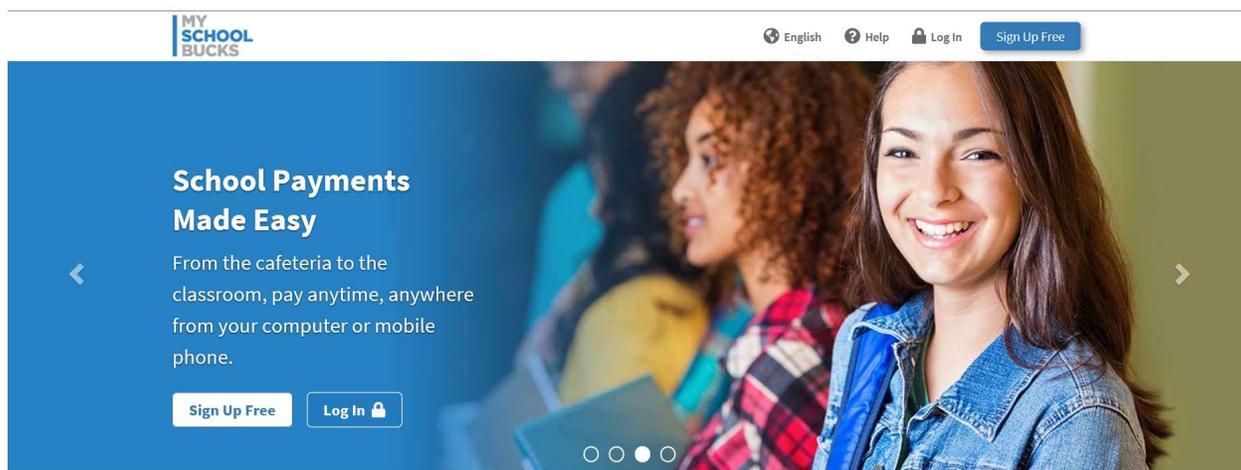
- Select State: Alabama
- Select School District: Hartselle City BOE
- Enter all required parent information
- Click Create Account

- Click Continue to Add Student

Sign Up

Your user profile was created successfully. A welcome email has been sent to your inbox. Now let's add a student...

Continue to Add A Student   **Skip this step, I'll do it later**

- Select School
- Enter Student's First Name
- Enter Student's Last Name
- Enter Student's Birthdate
  - You do not need the Student # if you enter the student's birthdate
- Click Find Student

Add Student

To add a student to your account please enter their name and identifying information.

Hartselle City BOE

- Select School -   ⌄

Note: If your child attends school in a different school district please use the district selector at the top of the page to switch.

👤 First Name

👤 Last Name

One of the following is required to validate your student

📅 Birthdate (mm/dd/yyyy)   ▼

- or -

🏷 Student #

Don't have your child's student ID?

Cancel   **Find Student**

- Verify Student Information
- Set up Meal Balance Notifications (Optional)
- Click Add Student

Add Student

School:
First Name:
Last Name:
Grade:

When meal account balance reaches or falls below:

$ 10.00

☑ Send email

Cancel   **Add Student**

- Click Add Another Student OR Finish

The student you selected has been successfully added to your household.

Add Another Student   **Finish**

- Begin making meal and/or school fee payments

Make a Meal Payment

Pay for School Fees & Items
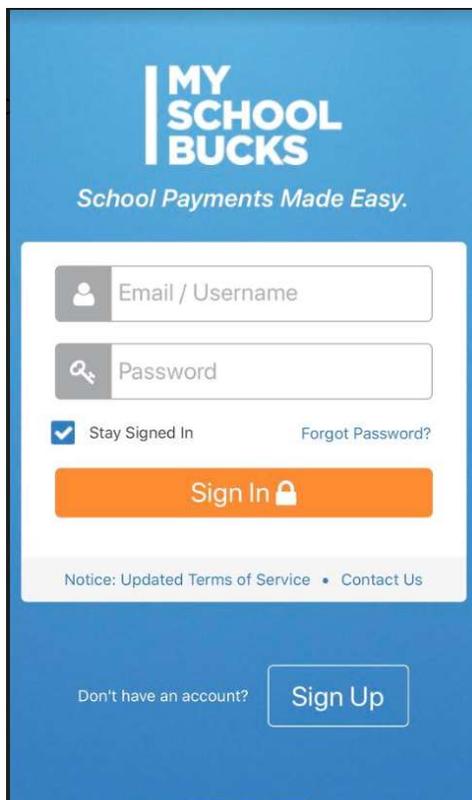
- MySchoolBucks Parent Support 1-855-832-5226

How to Sign Up (App)

- Download MySchoolBucks App

- Click Sign Up

- Step 1: Enter all required parent information
- Select State: Alabama
- Select School District: Hartselle City BOE
- Click Next

Sign Up ✖

STEP 1 of 3 Profile

Welcome to the MySchoolBucks app! To get started, please enter your first name, last name, email address, password, and select your region and district.

Password should not be a dictionary word in any language.
Password should not be based on personal information.

First Name | Last Name

Email

This will be your username.

Password

Confirm Password

State/Province ⌄

Choose a District ⌄

Next →

- Step 2: Enter Security Questions and Answers
- Click Next

- Step 3: Select E-Newsletter Notifications (Optional)
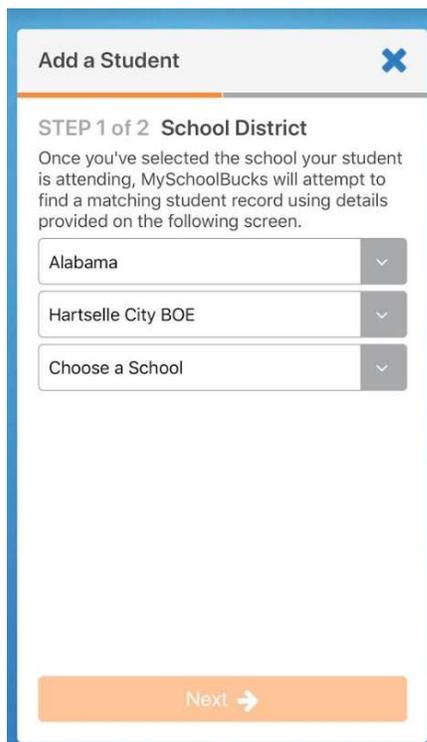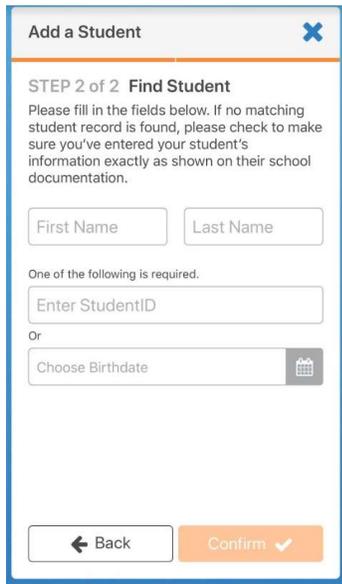- Complete Terms of Service & Privacy Policy
- Click Confirm

- Click continue to add your student(s) to your MySchoolBucks account
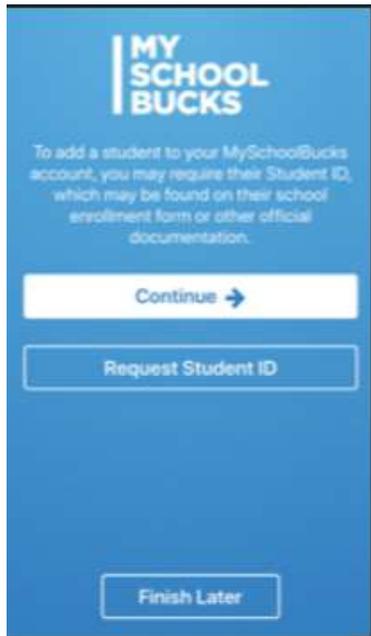
- Step 1: Choose your student's school
  - You will have the opportunity to add additional students later
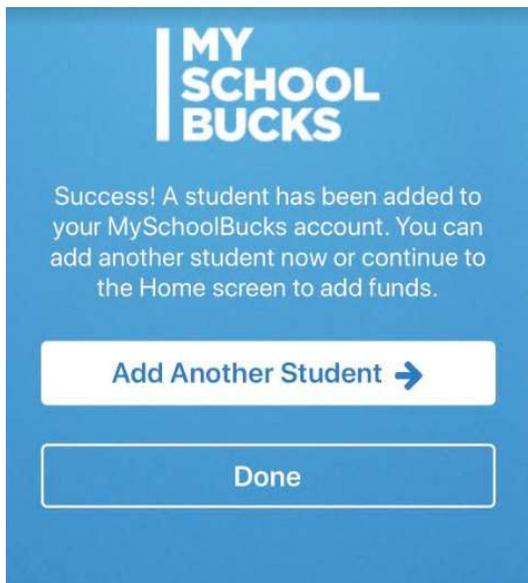- Click Next

- Step 2: Enter Student's First Name
- Enter Student's Last Name
- Enter Student's Birthdate
    - <mark>You do not need the Student # if you enter the student's birthdate</mark>
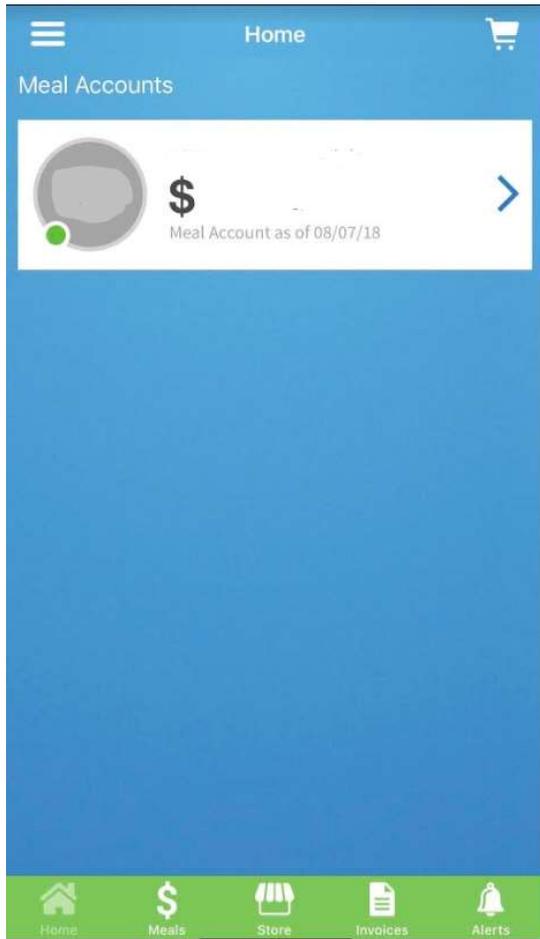- Click Confirm

- Click Add Another Student OR Done

- Begin making meal and/or school fee payments

- MySchoolBucks Parent Support 1-855-832-5226