

## Creating an Account with MySchoolBucks

1. Go to <https://www.myschoolbucks.com>
2. Click on **Register for a Free Account**
3. Select **Oregon** as our State and click Continue
4. Select **Jackson County School District #6** for School District and click Continue
5. Enter your name and email information and click Continue
6. Next you will create your username and password
  - a. Create your Login ID and Password
  - b. Select your security question
  - c. Click Register
7. Once you click Register a page will come up telling you that an email has been sent to confirm your registration
8. Click the Finish button
9. This will take you to a screen to find your students.
10. Under the Getting Started Link
  - a. Click on look up your students
  - b. You will need their 6 Digit id
    - i. If you do not have their six digit id, click the link directly below and it will send a request to the food service department to email you your students 6 digit id.
11. To make a payment Click on the Make Payment Link in the column on the left hand side of the page.