



Dear Parents:

With current national attention being focused on children's health and wellness issues, Southampton School District's Food Service Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called www.myschoolbucks.com. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends.

Also, parents will have the ability to print out a copy of their child's eating history report. This history report will show you all dates and times that your child has purchased a breakfast and or lunch within the past thirty days.

Accessing your account:

1. Simply go to: www.mySchoolBucks.com
2. Enter your username and password
3. Click LOG IN
4. Verify your child(ren) linked to your account
 - To add new students to your household you will need the child's name, birth date, and student ID

To make a payment:

- Once logged in, click MAKE A PAYMENT
- Click CAFETERIA MEAL PAYMENTS
- Select or enter a payment amount for each child
- Click ADD TO BASKET
- Click CHECK OUT NOW to complete the payment process
- NOTE: you may fund up to \$120per child, but you may pay for all of your children on a single transaction.

We are very excited to offer these services! However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made payable to the Southampton School District. Please write your **child's full name** on the check.

If you have any questions about these new services, please feel free to contact my office at 631-591-4637

Best Regards,

Regan Kiembock
Food Service Director



Registering for www.myschoolbucks.com

- You will first need your child's student ID number; you may get this number by contacting my office at 591-4637
- Go to the district website at www.southamptonpublicschools.org, then click on District Nutrition, click on the link to www.myschoolbucks.com OR go directly to www.myschoolbucks.com
- Click **Sign Up** and enter the required information.
- Click **Finish** to complete the initial registration process.

Add Students to Your Family Account

- When you log in you will be taken to the homepage.
- Click **MyKids** from the main menu OR from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Add Child** and enter the required information.
- Click **Add** (next to your child's name) to continue.
- Click **Add Child** to repeat the process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set up process.

How to Make a Deposit

- Click **Deposit Money** located next to **Add Student**.
- Enter an amount in the **Deposit** column next to your child's name.
 - o If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.
- Click **Calculate**.
- Click **Make Deposit**.
- If you are using a credit card, enter the required information. For your protection, www.myschoolbucks.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.