

Innovative Pathways Evening Program

IPEvening@hcpss.org | 410-313-6627



Evening Program Payment Instructions

Payments will only be accepted for students who have been **enrolled in a course** (not on a waitlist). Once enrolled, the parent/guardian will be emailed an invoice from [MySchoolBucks](#) outlining the course fee(s). Parents/guardians who do not receive an invoice should search do-not-reply@myschoolbucks.com in their email's spam/junk mail folder.

The screenshot shows a "School Invoice Notice" from MySchoolBucks. It includes a greeting, a message about new or updated invoices, and a link to "PAY NOW". Below this is an "Invoice Summary" section with a table. The table has columns for Date, Item / Description, and Amount. The first row shows a date of 03/04/2020, an item description of "IPC - IP Credit Recovery Course", and an amount of \$[redacted]. Below the table is a green "PAY NOW" button and a blue banner with the text "Visit MySchoolBucks.com".

Date	Item / Description	Amount
03/04/2020	IPC - IP Credit Recovery Course	\$[redacted]

Payments **do not** have to make through MySchoolBucks - there are two methods of payment for course fees: by mail or online. If you have any questions, please contact the Innovative Pathways Program Office.

By Mail:

(Check or Money Order)

Complete a **separate** Registration Payment Form and check or money order payable to **HCPSS** (not the student's school) **for each student** and mail them to the following address:

HCPSS
Attn: Innovative Pathways
10910 Clarksville Pike
Ellicott City, MD 21042

Online:

(Debit Card, Credit Card or eCheck)

NOTE: There is a 4% non-refundable service fee for online payments

Follow the directions for MySchoolBucks (MSB) below. Before starting please make sure you have your credit/debit card information or your routing and checking account number to use the eCheck option.

Online Payment Instructions:

1. Go to <https://www.myschoolbucks.com/> and select the **Sign Up Free or Log In** icon from the blue box.

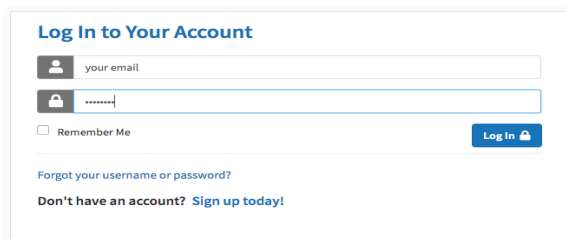
School Payments Made Easy

From the cafeteria to the classroom, pay anytime, anywhere from your computer or mobile phone.

[Sign Up Free](#)[Log In](#)

2. Log in to your existing account or sign up for a new account. (This is the same site you can use to add money to your student's lunch account.)

Log In to Your Existing Account



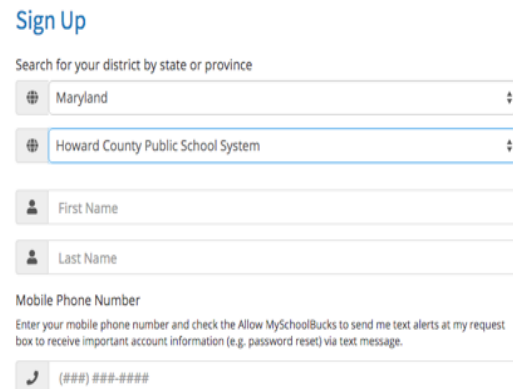
Log In to Your Account

☐ Remember Me [Log In](#)

[Forgot your username or password?](#)

Don't have an account? [Sign up today!](#)

Sign Up for a New Account



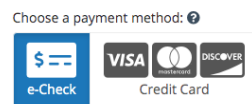
Sign Up

Search for your district by state or province

Mobile Phone Number

Enter your mobile phone number and check the Allow MySchoolBucks to send me text alerts at my request box to receive important account information (e.g. password reset) via text message.

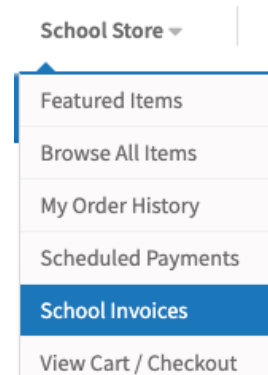
3. For new accounts, select your payment method (eCheck or Credit Card).



Choose a payment method:

☒ e-Check ☐ Credit Card

4. Locate the invoice from your email. You may also select the School Store menu and select **School Invoices**.



School Store ▾

- Featured Items
- Browse All Items
- My Order History
- Scheduled Payments
- School Invoices**
- View Cart / Checkout

5. You can also view invoices and make online payments through the MySchoolBucks mobile app.