

PLEASE NOTE

The service fee for using a debit or credit card to fund student lunch accounts is **\$2.00 per transaction**.

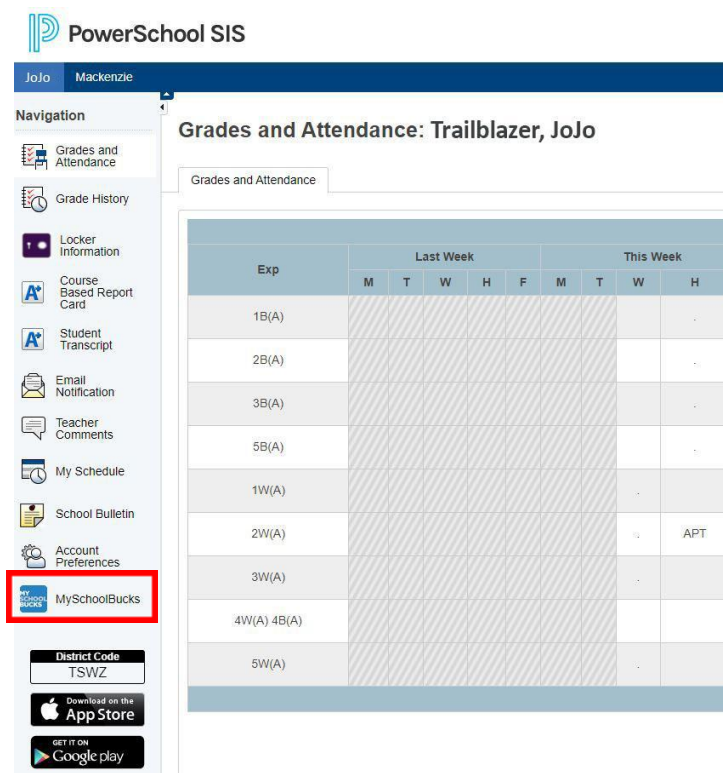
This is a portion of the fee charged to the district for credit card processing. There is no minimum payment amount and multiple students may be added to an individual transaction for the same fee.

To avoid paying a transaction fee, households may submit payment via check or cash to their student's school building.

Navigate to usd231.powerschool.com/public on your computer or open the PowerSchool app on your mobile device. (NOTE: This tip sheet will show the desktop computer view.)

Once you have logged into your parent portal, you will see the dashboard for your student(s).

Select **MySchoolBucks** in the navigation frame on the left side of the screen.



PowerSchool SIS

JoJo Mackenzie

Navigation

- Grades and Attendance
- Grade History
- Locker Information
- Course Based Report Card
- Student Transcript
- Email Notification
- Teacher Comments
- My Schedule
- School Bulletin
- Account Preferences
- MySchoolBucks**

Grades and Attendance: Trailblazer, JoJo

Grades and Attendance

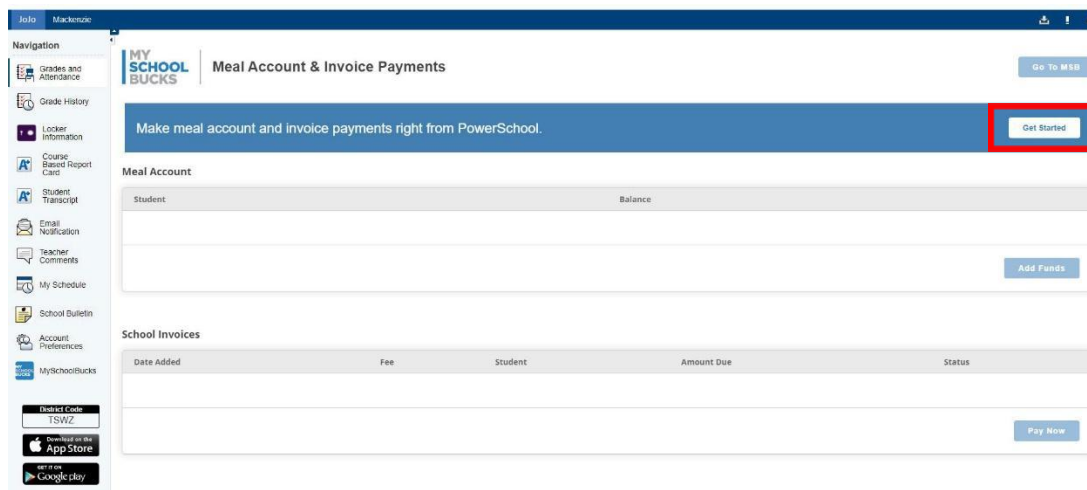
Exp	Last Week					This Week			
	M	T	W	H	F	M	T	W	H
1B(A)									
2B(A)									
3B(A)									
5B(A)									
1W(A)									
2W(A)									APT
3W(A)									
4W(A) 4B(A)									
5W(A)									

District Code: TSWZ

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GET IT ON Google play

FIRST TIME ONLY. The first time you select this screen, you will need to link your parent PowerSchool account with MySchoolBucks. Click the **“Get Started”** button to connect these services.



MY SCHOOL BUCKS Meal Account & Invoice Payments

Go To M&B

Make meal account and invoice payments right from PowerSchool.

Get Started

Meal Account

Student: _____ Balance: _____

Add Funds

School Invoices

Date Added	Fee	Student	Amount Due	Status

Pay Now

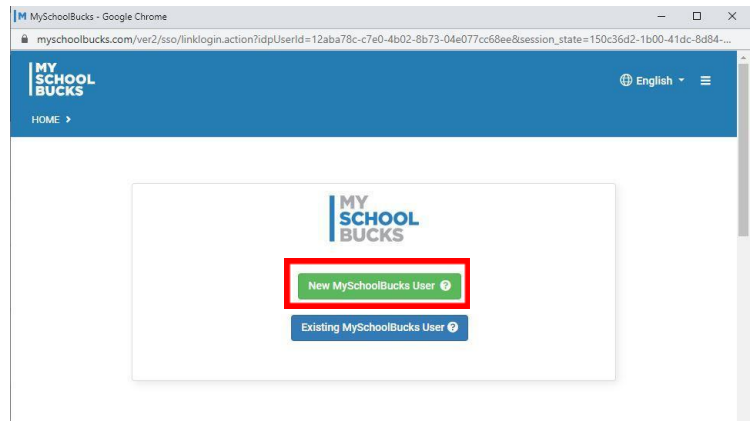
District Code: TSWZ

Download on the App Store

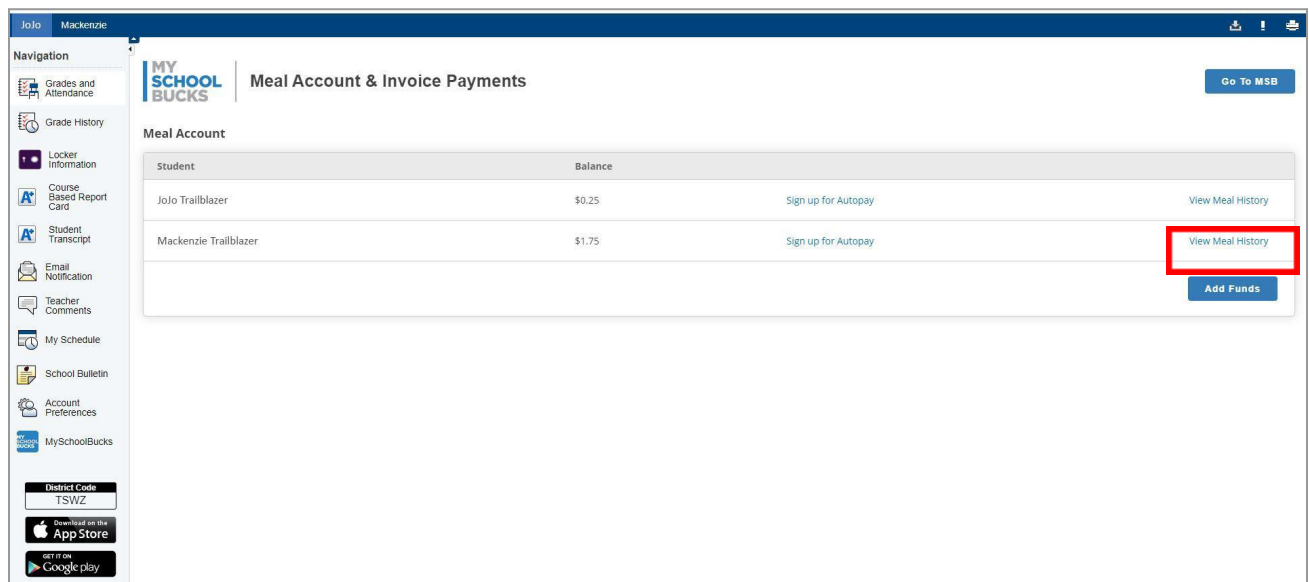
GET IT ON Google play

FIRST TIME ONLY. The screen below should open in a new window once you click **“Get Started”** in the PowerSchool parent portal.

Select the green **“New MySchoolBucks User”** button. The systems will then link based on your PowerSchool credentials.



Once the accounts are linked (this should only take a few seconds), the screen will return to the PowerSchool portal and show all students and their current meal account balances. From this screen, parents may begin the payment process by selecting **“Add Funds.”** **(NOTE: In some cases, it may take up to 24 hours for payment options or account balances to be available through this portal upon linkage of accounts.)**



Making a Payment. From the PowerSchool portal (MySchoolBucks tab), select **Add Funds**. A separate screen will open and display the authorized students, payment amount entry, and payment method. Follow the screen prompts to complete this process and add payment information to this system. (The payment method entered will be saved for future use.)

×

Save time. Eliminate the hassle of manually adding funds over and over again. Set up AutoPay today.

[Set Up AutoPay](#)

STUDENT	BALANCE	SELECT AMOUNT	AMOUNT
JoJo Trailblazer	\$0.25	\$0 \$10 \$20 \$35 Other	\$0.00
Mackenzie Trailblazer	\$1.75	\$0 \$10 \$20 \$35 Other	\$0.00

Choose a payment method:

Credit Card

▼

▼

▼

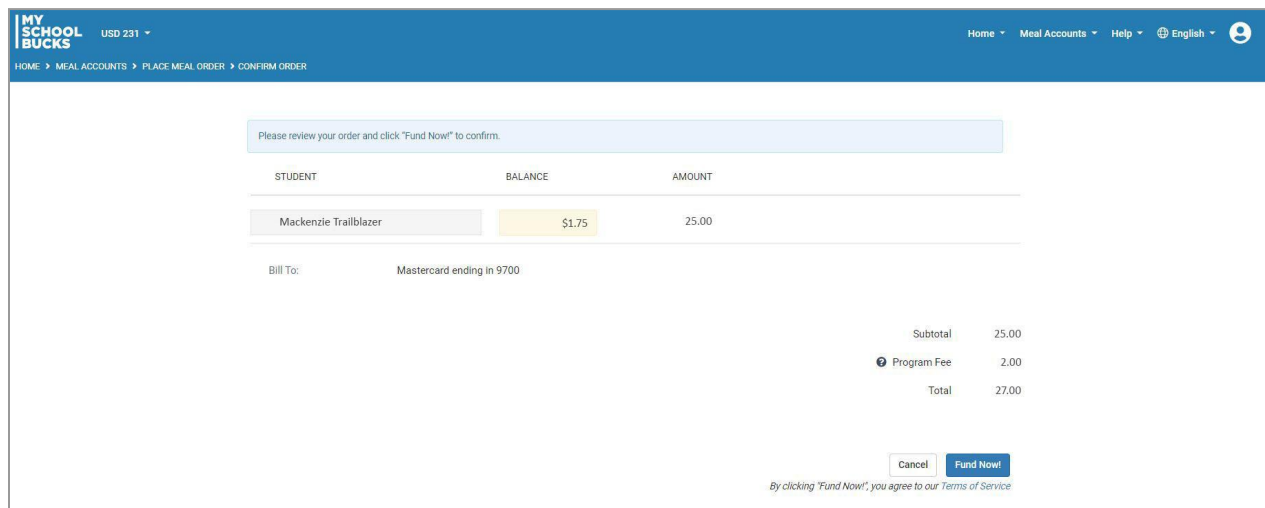
☐ Make this my primary billing account

Subtotal	\$0.00
Program Fee	\$2.00
Total	\$0.00

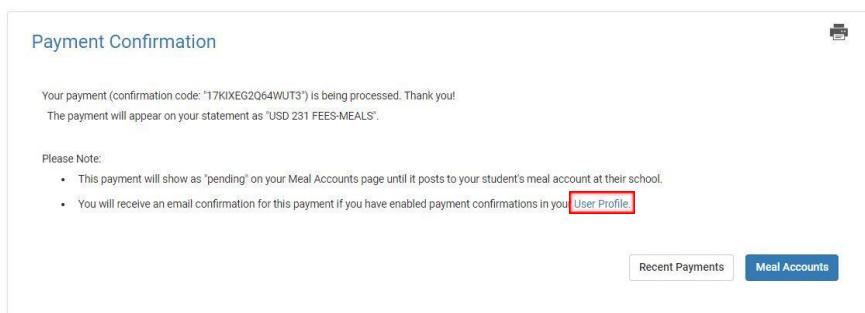
[Continue](#)

Need help? Please contact us at 913-856-2055 or nutrition@usd231.com.

Once all information has been entered and the user selects **“Continue”** from the original entry screen, a checkout screen will appear. Please review the information input in the previous screen, then click **“Fund Now!”** to process the payment.



Successful payments will receive a confirmation message and number on the following screen. To receive an email confirmation, please configure this option in the **User Profile** of MySchoolBucks.

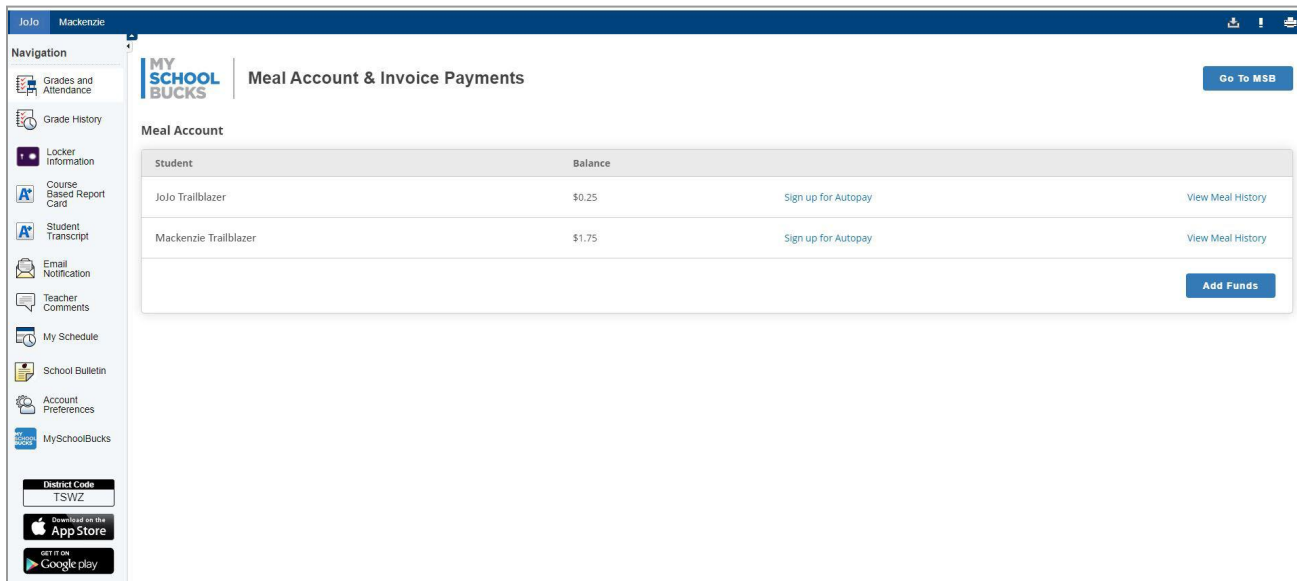


Funds are available within the student’s meal service account within 1-3 minutes of a successful payment. The funds are available for student use, but please allow up to 5 minutes for this updated balance information to be displayed in the parent portal in PowerSchool. A history of all payments may be viewed under the **“Recent Payments”** tab in MySchoolBucks.

[Download](#)

Cafeteria Purchases		Recent Payments		Scheduled Payments	
Your recent online payments are displayed below. Any payments made directly to the school office will not appear here.					
Trailblazer, Mackenzie					
Date	Item	Billed To	Charge Amount	Payment Amount	
Jan 8, 2021 01:50:44 PM	Grand Star Elementary Cafeteria	Mastercard ending in 9700	\$27.00	\$27.00	
Other Items					
Date	Student	Item	Billed To	Charge Amount	Payment Amount
(No payments found)					

Account activity. Parents may also view all account activity per student through the MySchoolBucks portion of the PowerSchool portal. Click **“Go to MSB”** to access this information.



To view payment history, click **“Recent Payments.”**

[Download](#)

Cafeteria Purchases
Recent Payments
Scheduled Payments

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[Trailblazer, Mackenzie](#)

Date	Item	Billed To	Charge Amount	Payment Amount
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[Other Items](#)

Date	Student	Item	Billed To	Charge Amount	Payment Amount
(No payments found)					

To view purchase history for the current school year, click **“Cafeteria Purchases.”**

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Last updated by school: Dec 28, 2020 8:17 AM

Date	Account	Item	Serving Period	Payment Type	Amount	Balance
01/07/2021 01:18 PM	Grand Star Elementary Cafeteria	LUNCH - B	Lunch	Cash *	\$0.00	\$1.75
01/07/2021 09:52 AM	Grand Star Elementary Cafeteria	GRAB & GO BKFST	Breakfast	Cash *	\$0.00	\$1.75
01/06/2021 10:12 AM	Grand Star Elementary Cafeteria	LUNCH - A	Lunch	Cash *	\$0.00	\$1.75

[View All Purchases](#)

Additional features available in parent portal of MySchoolBucks

- Set up a low balance alert at your preferred minimum balance amount
- Automatically fund accounts when balance reaches a desired amount

Still having issues?

- As families are linking their accounts for the first time, there may be a small delay in viewing the available balance for each student. Rest assured, the funds in all student accounts are still safely recorded in the MySchoolBucks system and have been transferred from Skyward as of December 31, 2020.
- If you're seeing \$0.00 after your setup, please wait 5-10 minutes before checking again. If there is a "re-sync" button in the upper right corner of your screen in PowerSchool (on the MySchoolBucks tab), please click that and see if the balances appear.
- If you are seeing N/A for an available balance, you may need to wait for an overnight pass to correct a glitch in the initial setup phase. This is happening to a small number of parent accounts.
- **If you need additional assistance with your account**, you can find helpful how-to videos and answers to commonly asked questions by visiting myschoolbucks.com. Or, you can contact MySchoolBucks directly by logging into your account to start a chat conversation or give them a call at (855) 832-5226.