

Creating a New Parent Account

- Go to www.MySchoolBucks.com
- Click the **"REGISTER FOR A FREE ACCOUNT"** button.
- Select **Rhode Island** from the drop down box and click **continue**
- Select **Warwick Public Schools** from the drop down box and click **continue**
- Fill in all areas denoted with the **red box**; once all fields are completed, click **continue**
- Create a **log in ID and password** & create a **security question** and click **register**.
- Click the **"finish"** button to complete registration.

Adding Students to Your Account

- After creating your account, click **"My Household"** on the left side of the screen
- Click **"look up your students"**
- Enter student information; you will need your student's **first & last name** as well as their **lunch ID**
- Click **"find student"**
- Confirm that the student name & grade that appear are correct and click **"add student"** or click **"cancel"** to search again
- You may add more students to your household by clicking the **"add another student"** button and following the above instructions again, or if you are finished adding students, click **"finish"**

Once you have added students to your Household, their names and schools will appear by clicking the **My Household** link on the left-hand side of the page. This page will also display the current balance available for each student. From this page you can deposit money into a Student Account, view purchase history and add or remove students.

Making a Deposit

- Click **"My Household"** On the left hand side of the screen
- Click **"Make a Payment"**
- Enter the amount that you'd like to deposit in each student account and click **"Add to Basket"**
- Review the deposit amounts to verify that they are correct and click **"Check Out Now"**; if you need to adjust any amount, click **"Continue Shopping"**
- Enter your **payment information** and click **"Continue"**
- If paying by **credit card**, enter the three or four digit **verification code** on the card and click **"Continue"**
- Review your order and click **"Place Order"**
- Click **"Print Order"** to print a receipt for your records
- Once you have printed your receipt, close the receipt window and click **"Finish"**

Payments are typically posted to your student's account shortly after the payment is made. In rare cases, however, it may take longer for the payment to reach the school due to unforeseen issues. If this occurs, please check to ensure that your payment was completed and allow one school day.