

Dear Parents,

The Plainview-Old Bethpage Central School District uses **mySchoolBucks®**, an optional payment solution for student lunch purchases. If you would like to use this payment option for school lunches, please review this Information Letter.

Existing Users

If you set up an account last year, all information has been transferred to the new year and your account is still active. If you have misplaced your existing user name or password, click on the “Forgot your username and password?” hyperlink to get assistance on their website www.myschoolbucks.com.

First Time Users

Enrollment is easy!

First, log on to the Infinite Campus portal to retrieve your child’s ‘Student Number’ or ‘Student ID’. This number is located in the Infinite Campus Parent Portal to the right of your student’s picture on the upper left side of the screen. It is a 9-digit number. The ‘Student Number’ is required for you to enroll in **mySchoolBucks®**.

1. Go to www.mySchoolBucks.com and register for a free account. A confirmation email will be sent to the address you provide; click on link included in the email to activate your account.
2. Activate your account and begin adding your students. You will need their school name and student ID (number).
3. Add funds* to your students’ accounts with your Visa, MasterCard, Discover Card, debit card, or electronic check.

** Please note, if you decide to use **mySchoolBucks®** to process payments, there is a convenience fee of \$1.95 per transaction. This fee covers payments up to \$120 per occurrence.

If you want more information about the **mySchoolBucks®** system, about how to set up payments or to view How-To videos on **mySchoolBucks®**, look for the Help menu located in the upper left-hand corner of the screen.

In addition, once school begins, you can locate your child’s PIN by clicking on “**mySchoolBucks®** PIN” on the left side of the screen in the Parent Portal. The PIN is a number that will then appear under the word “Value” in the center of the screen. All students use their PIN whenever they go through a lunch line whether they have money on account or are paying cash. **The PIN is not required to register on mySchoolBucks®.** By using the PIN for purchases in the cafeteria, you are able view a history of purchases for your child in **mySchoolBucks®**. There is no charge for this feature.

Additional Options

Please note, the district still accepts payment by check made out to **POBCSD** with your child’s name in the memo or daily cash purchases. **mySchoolBucks®** is optional and you can use **mySchoolBucks®** to view balance information without using it to process payments. Please note, if you decide to use **mySchoolBucks®** to process payments, there is a convenience fee of \$1.95 per transaction. This fee covers payments up to \$120 per occurrence.

If you have any questions, you can email parentsupport@myschoolbucks.com or call (855) 832-5226. Also, our Food Service Director can be reached at 516-434-3230.