

My School Bucks

If you are logging onto My School Bucks from a cell phone you will need to download the myschoolbucks app.

You can open the browser from a laptop or PC at <u>www.myschoolbucks.com</u>.

Step 1 From the MSB homepage select "Sign up for a Free Account"

Step 2 Select State - Ohio

Step 3

Select District - Urban Community School

_	ר Up n for your district by state or pro	vince
۲	Ohio	~
•	Select District	~
A distr	ict is required	Cancel Create Account

Step 4

Enter Parent information.

Step 5

Once you complete all the necessary steps select the "Create Account" button

You have now created your Parent Account. Next add each of your students.

TO ADD YOUR STUDENT

Step 6

Urban	Community School
- Se	elect School -
	If your child attends school in a different school district please use the district selector at the top of ge to switch.
*	John
	Doe
One of	f the following is required to validate your student
₩	03/15/2011
- or -	
•	Student #
	tave your child's student ID?

Step 7

Select the School-

PreRegistration- Student new to the School Early Childhood- Early Childhood students Elementary- Students in Kindergarten through 5th grade Middle School- Students in 6th through 8th grade

Step 8-

Enter Student's name and birthday.

You do not need to enter the student ID#

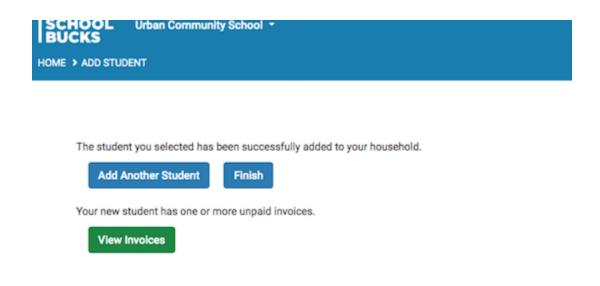
Step 9-

Hit the **FIND STUDENT** button

Step 10

Once student is found hit the "ADD STUDENT"

If you have more than one student, hit the "**Add Another Student**" button. All students in your household need to be added.



Step 11

At this point you can **View Invoice.** You will see your registration fee here.

We strongly recommend paying this fee online through the My School Bucks site. However, if you cannot pay online, you can come to the school office to pay with a check or cash. Call the school office first to confirm the best day/time to come in.