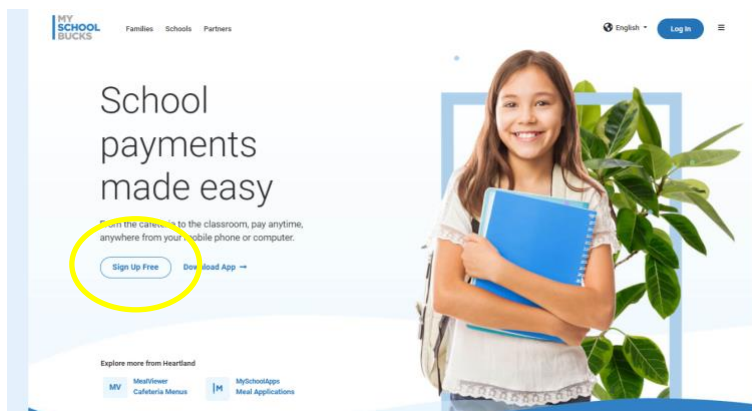


Athletic Payments through MySchoolBucks

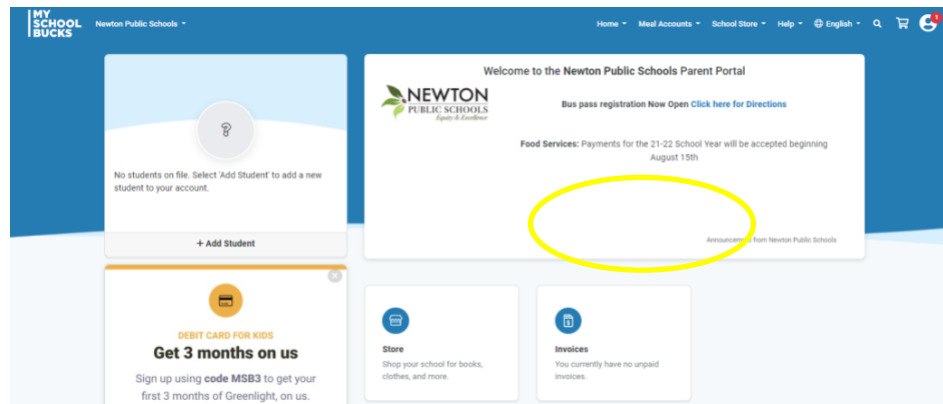
1. To begin registration go to [MySchoolBucks.com](https://myschoolbucks.com) or download the mobile App
2. Login with your account if you already have one (i.e. if you used it to purchase school meals).
 - If you do not have an account, click on **Sign Up** button



- i. On the Sign up page select **Massachusetts** for the state and **Newton Public Schools** as the school district.
- ii. Complete your **sign up information**
- iii. Click **Create Account**
- iv. MySchoolBucks will want to verify your account by sending a code via email or phone. (MySchoolBucks may also ask to verify your email address.)
- v. Once verified, you can add students by visiting home page and selecting **+Add Student**

You can also add a student by going to your Profile tab on the upper

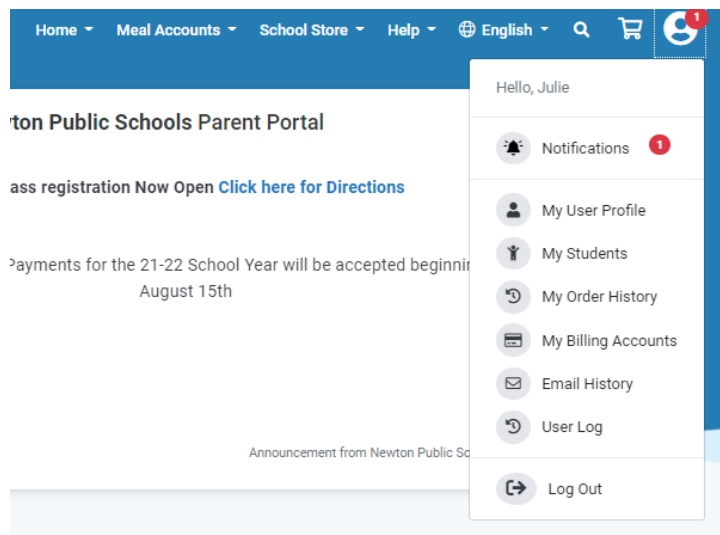
right corner and selecting **My Students**



My Students Add, Edit, and Remove Students

No students on file. Select 'Add Student' to add a new student to your account.

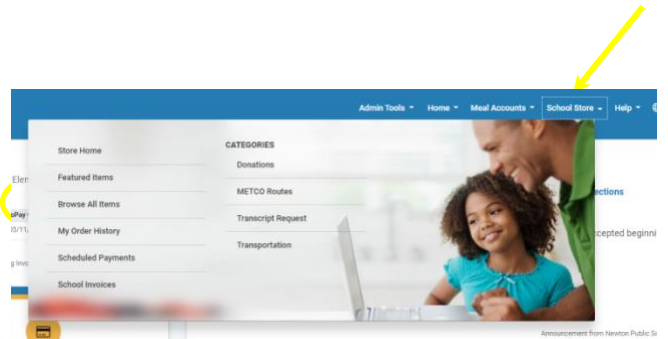
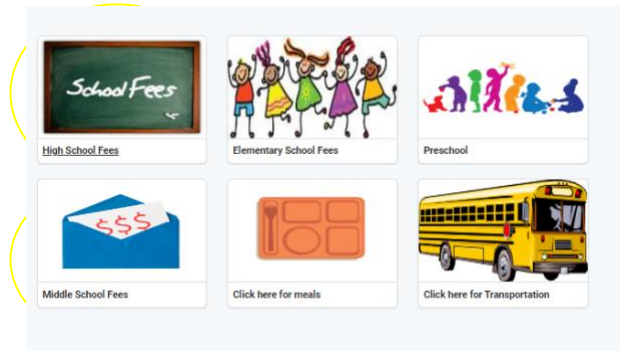
Add Student



- vi. Complete your **student's information** and select **Find Student**.
- vii. In the next section confirm your **student's information** and select **Add Student**.

- You can view all your students in the **My Students** section. If you are not able to find and add your child, please contact us at 617-559-9025.
3. Once you have logged in, click on the **Middle or High School Fees** icon to begin the registration. (Select **View All** if you do not see the icon listed) Alternatively, under the **School Store dropdown** at the top, select **Browse All items**. This will allow you to

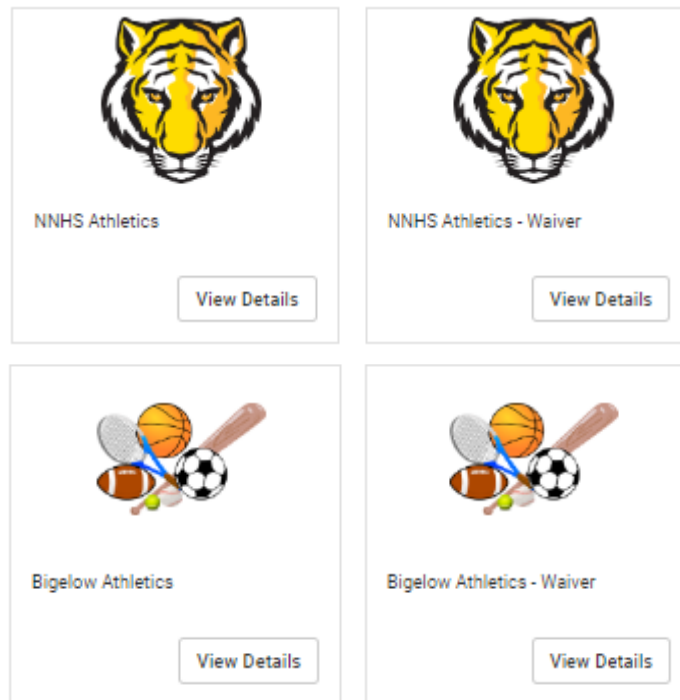
view all products available to your family regardless of school.



4. You will see all Middle or High School Fee Products available for your family based on the schools your children attend. Select the appropriate Athletics Product for your student.

Financial waivers are available. You will need to complete the NPS Financial Assistance Application form for each student in your household *before* you select a waiver product in MySchoolBucks. The application will be valid for the entire school year. Visit this NPS website for more information about the waiver process. [NPS Financial Waiver Information](#)

Once you have been approved for a waiver, please select the “Waiver” product in MySchoolBucks.



5. Once you select the appropriate product, complete the form and select **Buy Now**. If you are signing up more than one student, use the “**Add to Basket**” option to add additional students and then click on the cart to begin the checkout process.
6. Within the Place Store Order page, review the product(s) you have selected and complete the transaction.
7. Once the order is successfully placed, a confirmation page will appear.

If you have questions, please contact your Athletic Department or the business office at 617-559-9025 and feepayments@newton.k12.ma.us.

Troubleshooting Tips

MSB is used to pay for lunch and activities/fees in the district. Your lunch account is used to add funds for your student to buy lunch at school. This account can hold a balance. This account is separate from the activity and fee paying service of MSB. On this side, families are able to pay for an activity/fee by either purchasing "products" or receiving invoices, depending on the activity/fee. You are not allowed to use your lunch account balance to pay for products or invoices; however, you can request a refund of your lunch account, if needed, by contacting the business office @feepayments@newton.k12.ma.us or 617-559-9037. Please provide your name, student name, and mailing address.

- **Please make sure that all students in your household are added to your account before you attempt to purchase a product.** Students will have products available for purchase that are unique to them.

To view your students > click on your profile icon on the top right of the MSB homepage and select "My Students." If you see your students listed, you are good to go! If you do not see all of your students in your household, please follow the steps to add them.

- **Sometimes there is a "view all" or "next" button that is hard to see** on the bottom right after you select middle/high school fees or the school store home page. Scroll down a little to see these options which will lead you to additional products.