



Santa Barbara Unified School District

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www.sbsdk12.org

DEPARTMENT OF FOOD SERVICES

Dear Parents:

Effective Monday, November 24, 2012, www.myNutriKids.com converted to www.mySchoolBucks.com.

If you were a current user of www.myNutriKids.com, if and when you try to log into this site again, you will receive the following message, **“Your district has temporarily disabled MyNutriKids (online prepayments). Please check back on or after [11/22/12].”** After this period, parents will automatically be redirected to www.mySchoolBucks.com.

Logging into www.mySchoolBucks.com could not be easier! Usernames and passwords for parents are the same ones from MyNutriKids.com. Parents that did not previously have an account with MyNutriKids.com, will need to register for a new account on [mySchoolBucks.com](http://www.mySchoolBucks.com)

Things to know about mySchoolBucks

- The convenience fee per transaction is \$1.95. **NOTE: If you have more than one child, it is best to deposit money in all your student's accounts at this time so you are only charged the \$1.95 one time.**
- MySchoolBucks has the following payment methods available for use:
 - Visa®
 - Mastercard®
 - Discover®
 - Electronic Check
- Due to legal requirements, MyNutriKids was unable to transfer automatic e-mail notifications from MyNutriKids to MySchoolBucks.com. If parents previously setup low balance emails alerts in MyNutriKids.com, you will need to set Those up again on MySchoolBucks.com.

To set up account(s) in MySchoolBucks.com

Simply go to the site at www.MySchoolBucks.com

1. **Create a New Account:**

- If you were previously registered with MyNutriKids.com, your account has been automatically converted and there is no need to create a new account. A returning user will complete the “Access Your Account” and click the “Log In” Button.
- All new parent users will click on the “Register For a Free Account” button and proceed to Step 2.

2. **Select State:**

- From this screen, select the appropriate state and click the “Continue” button.

3. **Select School District:**

- From this screen, select the “School District” from the drop down box, and then click the “Continue” button.

4. **Enter Parent Information:**

- At this resource screen, fill in all areas denoted with the RED box. Once all fields have been properly completed, click the “Continue” button.

5. **Create Parent User Credentials:**

- From this screen, the login ID and password will be created for your mySchoolBucks user account. (Note: arrows denote the fields that are required for completion.)
- Once all fields have been completed for Login ID and Password have been setup and confirmed, click on the “Security Question” drop down box to select the question.
- Before moving forward, a NOTICE disclaimer alerts new users of the convenience fee that may be imposed for payments/deposits to student accounts. The user will then click the box and “Register”.

6. **Complete Registration:**

- Upon successful creation of the user account, the “Finish” button will appear. Click this button to complete the mySchoolBucks user account setup.

Adding Students to Your Account (My Household”:

1. **Student Lookup:**

- To add one or more students to your Household, click **look up your students**.

2. **Enter Student Information:**

- Select your school district from the drop down menu. Enter the student's first name, last name and Student ID Number. In some districts you may be asked to provide the student's date of birth. Once completed, click **Find Student**.

3. Add Student:

- A student's name and grade will be displayed when the search is complete. If this is the correct student, click **Add Student**. If the information is not correct, click *Cancel* and try search again.

4. Finish or Add Another Student:

- You have now successfully added a student to your Household. To associate more students with your account, click **Add Another Student** and complete **Steps 1-3** until all students have been added. If there are no other students to add, click **Finish**.

Deposit Money into a Student Account:

Once you have added students to your Household, their names and schools will appear by click 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.

1. Making a Deposit:

- To deposit money into one or more student accounts, click **Make a Payment**.

2. Enter Deposit Amount

- Enter the amount you want to deposit into each student account, and then click **Add to Basket**.

3. Review Deposit Amount(s):

- Review the amount(s) you have entered and verify the information is correct. If you need to adjust any amount, click **Continue Shopping**. If the information is correct and you are finished, click **Check Out Now**.

4. Payment Information:

- Payment options can vary from either credit card, debit card or e-check.
- Enter your payment information, making sure to complete all required fields, then click **Continue**.

5. Card Verification Code:

- If paying with a credit or debit card, enter the three or four-digit Verification Code that appears on the card, and then click **Continue**.

6. Review Order:

- Review your order and make sure that all deposits are correct. This screen will show the amount of deposit of each student, a subtotal of the payment and then the total payment amount including any convenience fee to make a payment. If the order is correct, click **Place Order**.

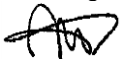
7. Payment Confirmation & Receipt:

- When your order is complete, you will receive a confirmation number that can be used to locate this transaction at a later date. We recommend you print this page and keep a copy for your records. After clicking Print Order, a printable receipt will open in a new window.
- After printing this page, close the receipt window and click **Finish** to complete your transaction.
- Payments are typically posted to your student's account shortly after the payment is made. In rare cases, 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.
- **We recommend that you always check that the money you deposited is in your child's account before sending to school the following day. If it is not, please make sure to send money or a breakfast and/or lunch with your child until the money is in their account.**

If you choose not to take advantage of the online prepayment service, you may continue to make advance payments via check, which should be made payable to the SBSB NS. Please write your **child's full name and name of school** on the check.

If you have any questions about these new services, please feel free to contact Ginger Sandoval at the Food Services Department at 963-4338 x 6385 or gsandoval@sbsdk12.org

Best Regards,



Nancy Weiss,
Director of Food Services