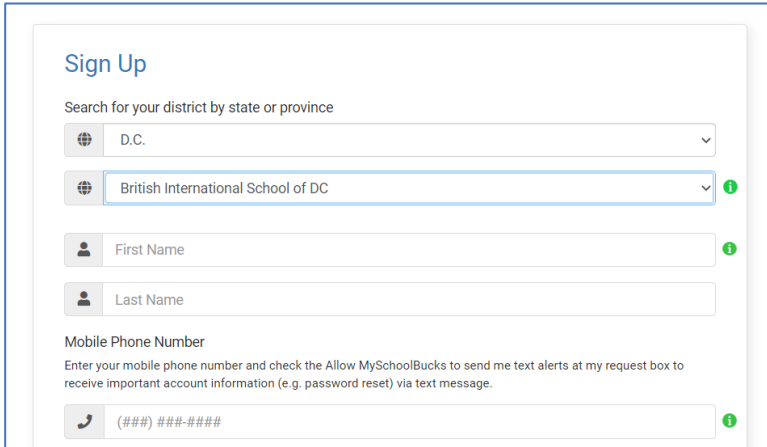


## MySchoolBucks Registration for BISW Families

Follow the step-by-step instructions below to create a MySchoolBucks account where you can manage your child's account balance and see a record of purchases.

First, navigate to [www.myschoolbucks.com](http://www.myschoolbucks.com). Click on “**Sign up for free**” to start the registration process.

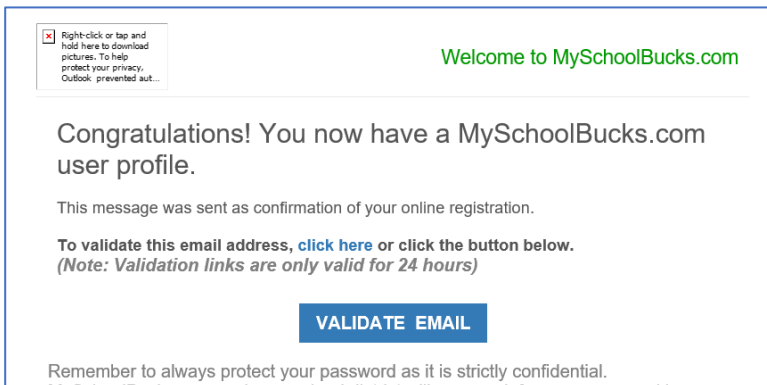
On the Sign Up page, use the dropdown menus to select your state (**DC**) and district (**British International School of DC**). Complete the name, phone, email, password, and security questions.



The screenshot shows the 'Sign Up' page with the following fields and options:

- Search for your district by state or province:** A dropdown menu with 'D.C.' selected.
- District:** A dropdown menu with 'British International School of DC' selected.
- First Name:** A text input field.
- Last Name:** A text input field.
- Mobile Phone Number:** A text input field with the placeholder '(###) ###-####'. Below it, there is a checkbox for 'Allow MySchoolBucks to send me text alerts at my request box to receive important account information (e.g. password reset) via text message.' and an information icon.

Upon completing the Sign Up form, you should receive a welcome email with an option to verify your email. Click the button to validate your email.

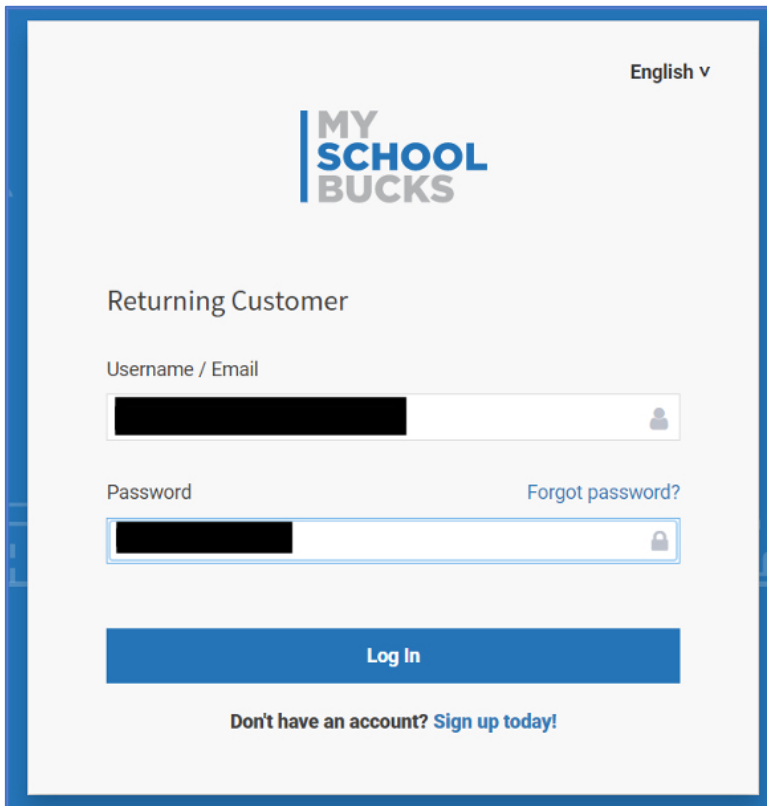


The screenshot shows a welcome email with the following content:

- Header:** 'Welcome to MySchoolBucks.com' in green text.
- Message:** 'Congratulations! You now have a MySchoolBucks.com user profile. This message was sent as confirmation of your online registration.'
- Action:** 'To validate this email address, [click here](#) or click the button below. (Note: Validation links are only valid for 24 hours)'
- Button:** A blue button labeled 'VALIDATE EMAIL'.
- Footer:** 'Remember to always protect your password as it is strictly confidential.'

Return to the log-in screen and enter the credentials you created. Be sure to bookmark the page.

<https://www.myschoolbucks.com/ver2/login/getlogin>



English v

**MY SCHOOL BUCKS**

Returning Customer

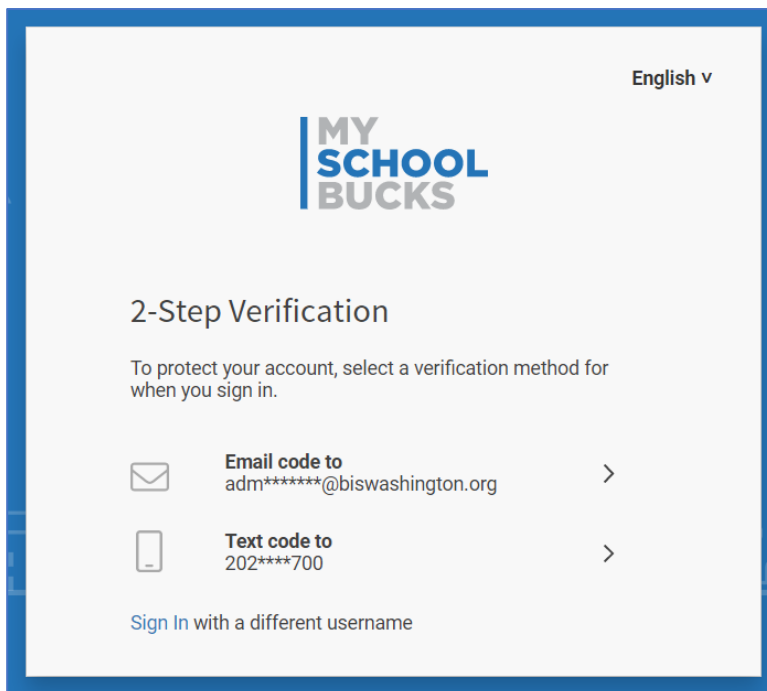
Username / Email

Password [Forgot password?](#)

**Log In**

Don't have an account? [Sign up today!](#)

Complete a two-step verification process during your first log-in attempt. You should receive a verification email. Copy the code from the email to complete the two-step verification process.



English v

**MY SCHOOL BUCKS**

2-Step Verification

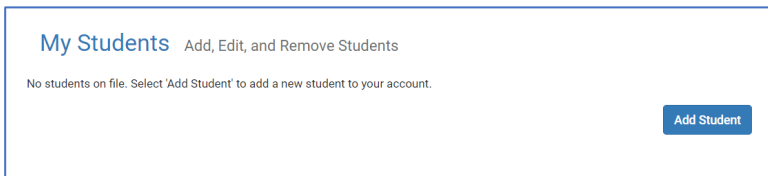
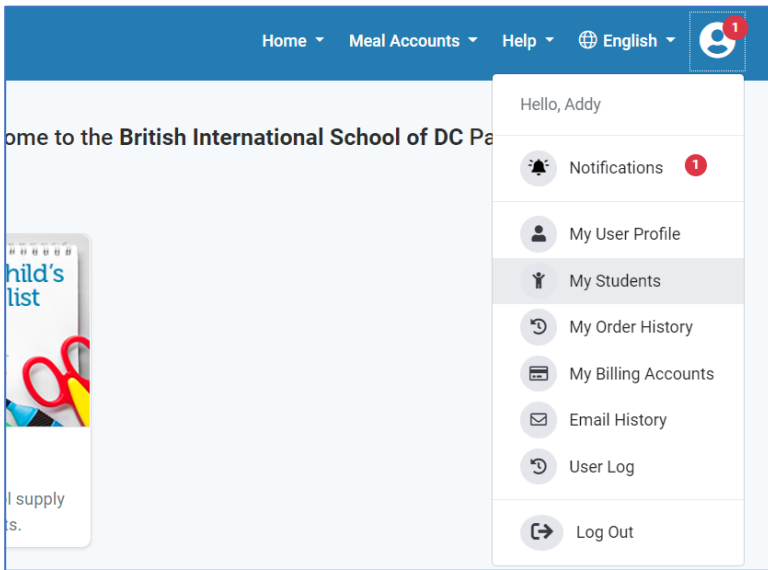
To protect your account, select a verification method for when you sign in.

**Email code to**  
adm\*\*\*\*\*@biswashington.org >

**Text code to**  
202\*\*\*\*700 >

[Sign In with a different username](#)

From your account's main menu, select **My Students > Add Student**

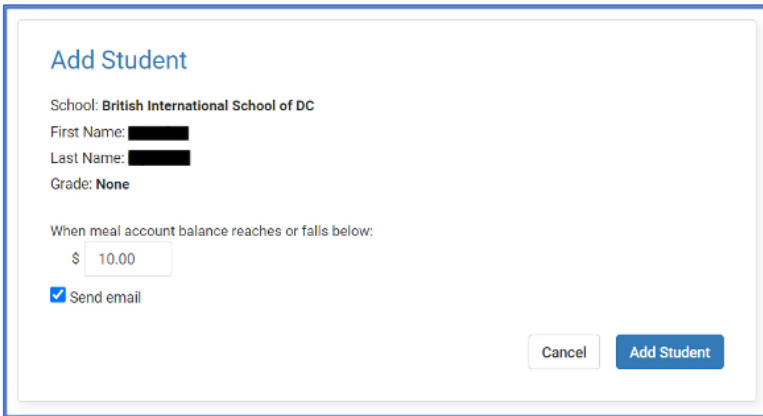


Choose **British International School of DC** from the district dropdown menu. Enter your student's name and birthdate. Click **Find Student**.

If you receive an error saying there is no student with those details, please contact [admissions@biswashington.org](mailto:admissions@biswashington.org). Describe your error and provide screenshots, if possible. Our Data Manager will review and contact you.

A screenshot of the 'Add Student' form. The title is 'Add Student'. Below the title, it says 'To add a student to your account please enter their name and identifying information.' The form is pre-filled with 'British International School of DC' in the district dropdown. A note below reads: 'Note: If your child attends school in a different school district please use the district selector at the top of the page to switch.' There are three input fields: two for the student's name (first and last) and one for the birthdate, which is set to '01/01/2020'. At the bottom right, there are 'Cancel' and 'Find Student' buttons.

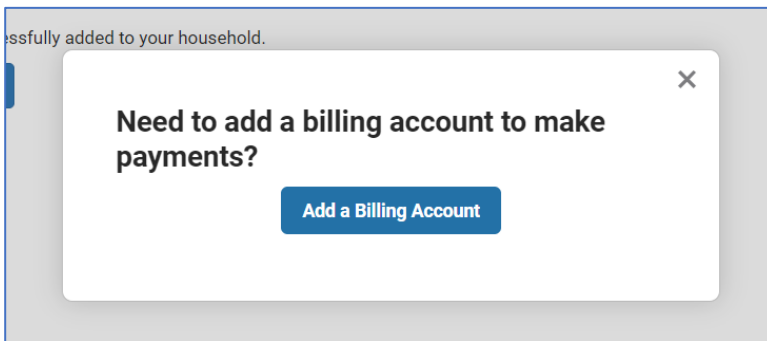
Next, select if you want to receive an email when your account balance reaches a certain threshold.



The screenshot shows a form titled "Add Student". It includes the following fields and options:

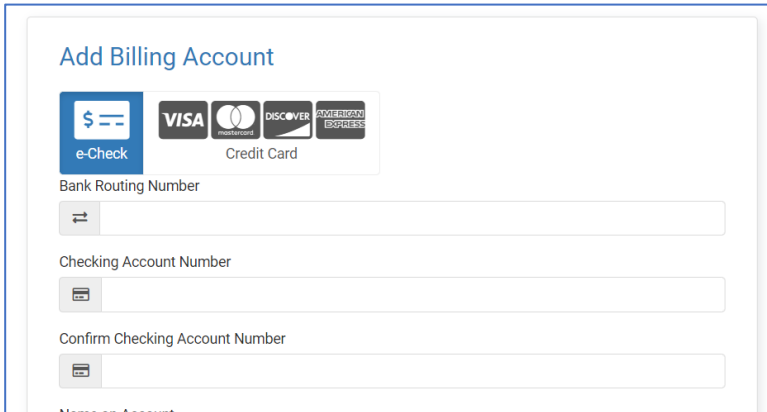
- School: **British International School of DC**
- First Name: [Redacted]
- Last Name: [Redacted]
- Grade: **None**
- When meal account balance reaches or falls below: \$
- Send email
- Buttons: **Cancel** and **Add Student**

You may also link your account to your banking or credit card details.



The screenshot shows a notification dialog box with the following content:

- Message: **Successfully added to your household.**
- Close button: **X**
- Text: **Need to add a billing account to make payments?**
- Button: **Add a Billing Account**



The screenshot shows a form titled "Add Billing Account". It includes the following options and fields:

- Payment Method Selection: **e-Check** (selected) and **Credit Card** (with icons for VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS).
- Bank Routing Number:
- Checking Account Number:
- Confirm Checking Account Number:
- Partial label: **Name on Account**

**NOTE:** Paying via MySchoolBucks is the most efficient way to see account updates, but we can accept checks payable to the British International School of Washington to cover outstanding balances and fund accounts.