

Creating a “MySchoolBucks” Account

School Purchases and Payments Made Easy!

1. If you do not already have an account, go to “MySchoolBucks” and click the “Sign Up Free” option. MySchoolBucks can also be accessed from the St. James Parish District homepage (<http://stjames.sharpschool.net/home>) under “Quick Links.”



2. Complete all registration information then select “Create Account.”
Note: Your email address will be your username
3. If a student needs to be added to an account already created, log in to My School Bucks and select the username at the top right of the window. This will give several options. Select “My Students”. In this window you will have an option to “Add Student”. Continue to complete the student information then select “Find Student.”
4. Once the student is found, verify information and click “Add Student.” Once that student is successfully added, other students can be added by clicking on the “Add Another Student” button. Once all students have been added, select the “Finish” button.

- Now items can be purchased in the “School Store”. then select “Browse All Items” to see the items that are available for purchase. Please make sure you select the “View All” option to see ALL items that can be purchased.



- Select the item(s) to purchase and complete all fields to avoid a delay in processing.
- View “Basket” to check out.
- Set up the payment method then select “Place Store Order” to complete the transaction.
- Print and save confirmation of purchase(s).

If additional assistance is needed with creating an account or processing a transaction, please visit the Help option at MySchoolBucks.com or call 1-855-832-5226 Monday through Friday from 7am-7pm. Chat options are also available.