

Registering for a FREE MySchoolBucks Account:

- You will first need your child's student ID number; you may get this number by contacting your child's school or contacting school nutrition at 804-966-8508 or LSmith@nkcps.k12.va.us
- Go to the district website at www.newkentschools.org then click on **FOR PARENTS** and **School Nutrition Services**, click on the link to **MySchoolBucks** or go directly to: www.MySchoolBucks.com
- Click **Register For A Free Account** and enter the required information.
- Click **FINISH** to complete the initial registration process.

Adding Students to Your Account:

- Once you are logged into your new account, click **MY HOUSEHOLD** from the left-side navigation bar.
- Click **LOOK UP YOUR STUDENTS**
- Select your child's school from the drop-down box.
- Enter your child's first name
- Enter your child's last name
- Enter your child's student ID number
- Click **FIND STUDENT**
- Click **ADD STUDENT**
- Click **FINISH** or click **ADD ANOTHER STUDENT** to repeat the process for additional children

Making a Deposit:

- From the My Household page, click **MAKE A PAYMENT**
- Enter the deposit amount for each student account, then click **ADD TO BASKET**
- Review the amount(s) you have entered and click **CHECK OUT NOW**. If you need to adjust an amount click **CONTINUE SHOPPING**.
- Enter your payment information and click **CONTINUE**.
- If paying with a credit or debit card, enter the three or four digit Verification Code that appears on your card, then click **CONTINUE**.
- Review your order and make sure all deposits are correct, then click **PLACE ORDER**

- Click **PRINT ORDER** to generate a receipt of your transaction in a new window. We recommend that you keep a copy for your records.
- Click **FINISH** to complete the transaction
- **NOTE:** There is a fee to deposit money