

# GET STARTED

- Go to myschoolbucks.com to create an account and add your student(s)
- Visit MSBactivities.com to log in with your MySchoolBucks username and password
- Pick a program and complete your registration
- Receive alerts when program fees are due and quickly pay through MySchoolBucks



# MSS Activities

# Quick Reference Guide FOR PARENTS

# Sign up for AutoPav

- Log in to MySchoolBucks and click the Invoices card to view your invoices.
- 2) Click the Payment Options button next to an invoice to view your payment options.

#### **Payment Options**

- Select one of the payment options in the lower-left corner of your invoice.
  - · Choose an option to pay for your invoice and then proceed to payment methods.
  - · Choose the Pay in Full and subscribe to automatically pay future invoices option to sign up for AutoPay.

## Retrieve your PIN

- Log in to MSB Activities.
- From the upper-left hamburger menu, click Retrieve PIN.



Select the school you would like to retrieve your PIN number for. Your PIN will display for 60 seconds.

NOTE: PIN numbers are different for each school.

# Can't check your student in?

Your student's registration may not have been accepted by your school yet.

### Accepted document types

MSB Activities accepts the following types of documents (up to 10MB):







#### Questions?

Please contact your Before and After Care Office with any questions, including:

- If you are unable to make changes to your account
- If you are having trouble registering your student
- If you need information to set up split billing:
  - · Let your Before and After Care Office know who needs to be billed what amount
  - Each user will need a MySchoolBucks login,