My School Bucks Guidance Document ~ For Counselors

Professional School Counselors in PGCPS have the ability to assist parents and students from their base school with the Summer School registration process by using the My School Bucks online application process. This process is available from May 6th thru June 18th, 2019.

The steps for the registration process are:

1. Go to https://www.myschoolbucks.com
2. Enter your email address & password into the Log Into Your Account area.
   Username: Enter your PGCPS email address (ex. Joe.doe@pgcps.org)
   Password: Admin123 (NOTE: the “A” in Admin is capitalized)
3. Once logged in, go to the HOME tab and choose the option SCHOOL FORMS.
4. From the list of SCHOOL FORMS, choose one of the following forms based upon the program you are registering the student for (BLENDED LEARNING CREDIT RECOVERY, HIGH SCHOOL CREDIT RECOVERY or MIDDLE SCHOOL CREDIT RECOVERY).
5. Once you click on the form you would like to use, you will be required to complete all fields on the screen. (NOTE: In the text area associated with Medical Information, put N/A if the student has no medical information that needs to be noted).
6. Entering correct nine-digit Student ID#'s are vital to the registration process. Please note that if the incorrect Student ID# is entered, the parent will never be invoiced for the registration.
7. Once all fields have been filled in on the registration form, click the FINISH button.
8. After the FINISH button is clicked, you will receive a message indicating Form Completed, Your form was posted successfully. Thank you!
9. You can either PRINT A COPY or move onto a new registration form.
10. 24 hours after the registration form is competed, Heartland will validate the Student ID# and Student’s Name and send the parent an invoice for payment to the email address provided. Parent’s can render payment via Mastercard, Visa or Discover.

If you have any questions or concerns contact Mr. William Kitchings for assistance 301-449-4994  secondary.summer@pgcps.org