Parents of currently enrolled PGCPS students have the ability to pay for summer school classes that school counselors have placed in the My School Bucks system from anywhere if they are paying by credit card (MasterCard, Visa or Discover only). **This process is available from May 6th thru June 18th, 2019 and can be accessed using a smartphone, a laptop, a desktop computer or a tablet.**

The steps for the payment process are:

**Accessing My School Bucks Using the Mobile Parent App**

1. If you do not already have the My School Bucks parent app installed on your phone, you can go to the Apple App or Google Play store to get it. Once in the store, type in the words **MySchoolBucks** to install the app for free.

   I. **If I need to create a new My School Bucks account:**

   1. Go to [https://www.myschoolbucks.com](https://www.myschoolbucks.com)

   2. From the My School Bucks main page, a parent can create a new account by clicking on **Sign Up Today**.

   3. Once they complete the one-page web form, they will be directed to a page where they will be asked to **add their student** to the My School Bucks household.

   4. In order to add a student to the parent’s **My School Bucks** account, select the school where they currently attend, enter the student’s first name, last name and student ID# as it appears on all official PGCPS documentation.

   5. Upon logging in, they will be directed to the **Invoices** page if the student was successfully assigned to a credit recovery invoice. On this screen, the date that the invoice was assigned to the student, the invoice fee name, the credit recovery course registered for, the course credit value, the student’s name, and amount to pay is shown.

   6. Click on the **Add to Basket** button above the invoice to add the item to your checkout cart. **Note: Credit Recovery invoices are created 24 hours after a student has been enrolled by their school counselor.**

   7. Once the invoice has been added to the checkout cart, you will see the message **Added to Basket** appear on the screen.

   8. Place the mouse **above the checkout cart** to complete the checkout process.

   9. In the checkout cart enter the payment information & click the **Continue** button at the bottom of the screen to process the payment.

II. **Parents who have an existing My School Bucks User Account:**

1. Go to [https://www.myschoolbucks.com](https://www.myschoolbucks.com)

2. Enter your login credentials into the **Your Account field.**
3. Once you login, you will see all of the students in your household. On the bottom of the screen you will see an icon next to the student’s name for who you have an active, unpaid invoice for. Click on the **Invoices** option to view the assigned invoices.

4. After clicking on the Invoices icon, you will be able to view the details of the invoice (the date that the invoice was assigned to the student, the invoice fee name, the credit recovery course registered for, the course credit value, the student’s name, and amount to pay is shown).

5. Select the Invoice on the screen and choose the desired payment method from the dropdown menu & click **Submit** to complete your mobile payment.

6. If you do not have a stored payment method on file, click the three horizontal lines in the upper right hand corner of the app, & touch the **Payment Methods** option to add your desired payment method.

*Remember: The email address that you use to set up your My School Bucks account is the address where the invoice will be sent.*

*Also, the last day to make a payment using the My School Bucks system is June 18, 2019. Any payments after that date need to be made at an in person registration site.*

*If you have any questions or concerns contact Mr. William Kitchings for assistance*

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