Making Online Payments in Community Use

You have the ability to make online payments to your event invoices through Community Use:

- Click on the My Requests tab in Community Use to go to a list of schedules that you have previously entered.
- Click on the View Invoices & Pay Online link next to the schedule you need to enter the payment for. This will load a list of invoices for this schedule.
- Click the Pay Now button next to the invoice you would like to pay.

You can also make payment directly from an emailed invoice by clicking the payment hyperlink to make a payment in MySchoolBucks.

MySchoolBucks Online Payments

PGCPS uses MySchoolBucks as their online payments vendor:
- You will come to a screen that tells you that you will be leaving SchoolDude and going to an alternate site. Click Continue to proceed to MySchoolBucks.
- If you have a MySchoolBucks account, enter your credentials to log in to that account. Otherwise, click Continue as Guest.
- The invoice information will populate on the screen. If you selected Continue as Guest, enter your First Name, Last Name, and Email Address.
- Choose the type of payment: E-Check (checking or savings account) or Credit Card.
- Enter your payment information and click Continue at the bottom of the window. You will receive a confirmation page, including a confirmation number, when your payment is made.