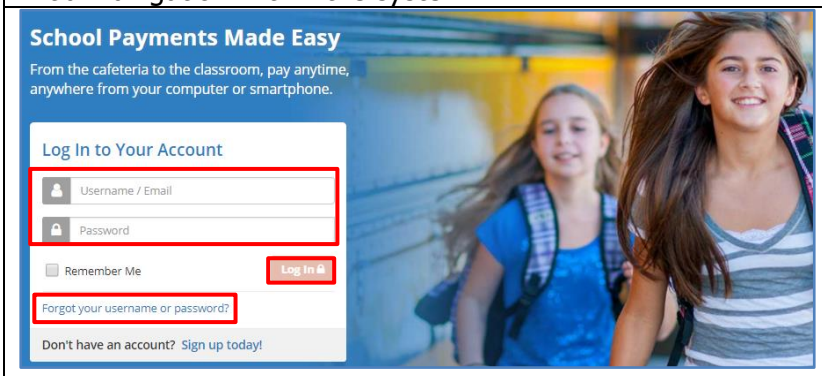
Log-in & Navigation in MSB

Author/Owner: Financial Services Training

Form or Screen: MySchoolBucks (MSB)	Updated: 1/30/18	QRG Doc. #: Q.SA.001

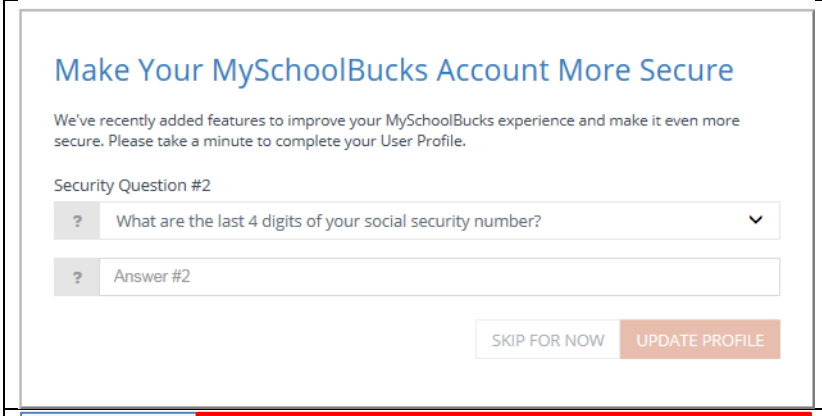
Business Use: MySchoolBucks is a system designed to streamline payment of fees for students and purchase of items associated to a school by parents, students and community. Managing the creation of fees and products and accepting payments at a school is an individual with an assigned system role of Business Administrator. The individual assigned to the Business Administrator role must first be able to access MSB and understand initial navigation within the system.



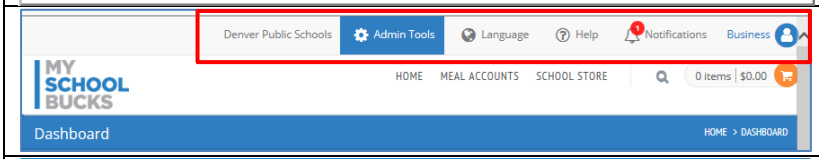
1. Launch a browser and enter the following SSO URL or use this link: https://www.myschoolbucks.com/ver2/keysso?kc_idp_hint=DPS

2. Enter your DPS username and password. Press enter or click the "login" button.

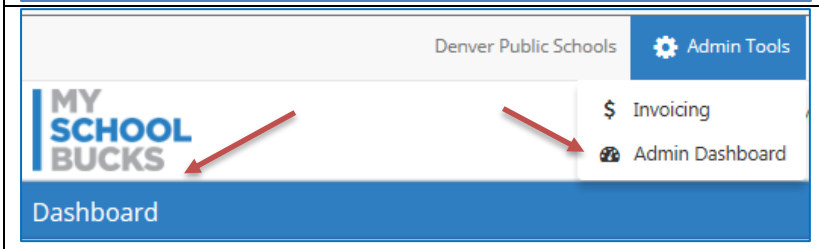
   NOTE: Once you have successfully signed into the system using the link in step 1, you are able to access the system directly via: www.myschoolbucks.com



3. Security set-up is required when logging in for the first time.



4. User settings, profile and history are available in the menu bar at the top of the page.



5. MSB screen default is **Dashboard.**

6. **Admin Tools** allows user to access **Admin Dashboard** (depending on security credentials) if not visible or access **Invoicing** screen if desired.

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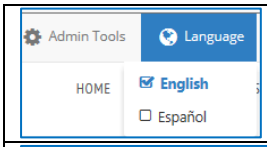
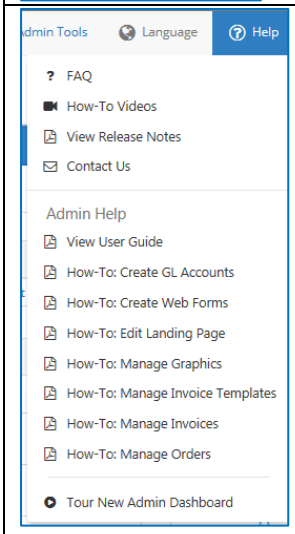
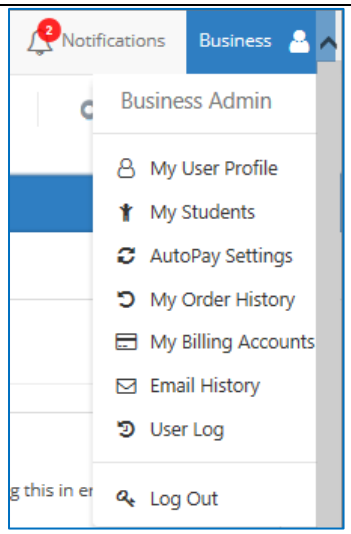


7. **Language** default is English, but can be changed to Spanish.

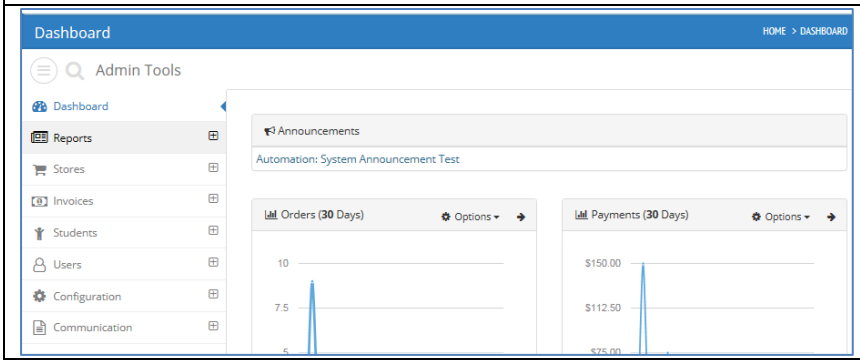




8. **Help:**
   a. **FAQ, and How-To Videos** are targeted to the parent audience.
   b. **Admin Help** provides access to Heartland guides.

9. **Notifications –** Anytime there are new messages, a red circle above the bell icon lists the number of notifications. Click **Notifications** to view details.

10. **Business** tab provides access to make profile changes as well as view history logs.
    a. **My Students** – Virtual students are available to add to Business Admin roles to allow the same view of the School Store as a parent or community member would see. See QRG on Adding Virtual Students.
    b. **Log Out –** Exit system



11. **Administrative Tools or Administrative Dashboard –** Categories of tools available to create, manage and track Products, Invoices and payments.

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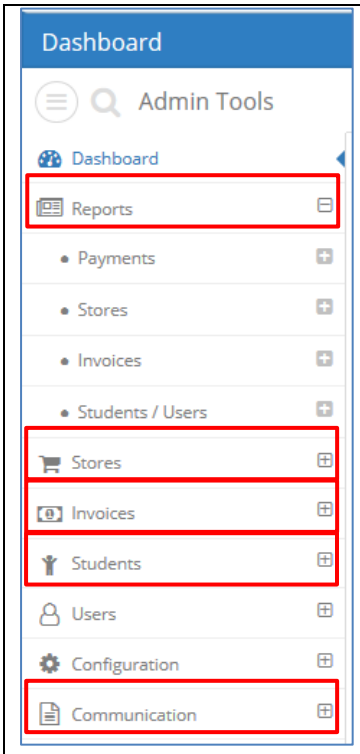

12. **Dashboard** categories – Click the plus (+) sign to expand the category and view options for each category.
    a. **Reports –** listing of all available reports. Reports are grouped into subcategories. Expand each subcategory for specific reports.
    b. **Stores –** Set-up and tools used for creating the items (products) that are made available for purchase.
    c. **Invoices –** Set-up and tools used for creating managing invoicing.
    d. **Students -**
        i. **Manage Students** – full list of student accounts updated from Infinite Campus.
        ii. **Manage Student Groups** – tool used to set up groups of students to which invoices can be billed.
    e. **Users & Configuration** – Options that Business Administrators will not use.
    f. **Communication** - Marketing center. Add news items to display within the school store. Promotional materials can also be ordered from Heartland.