



SUMMER SCHOOL TUITION PAYMENTS

MySchoolbucks Directions





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High School Summer School Tuition Payments

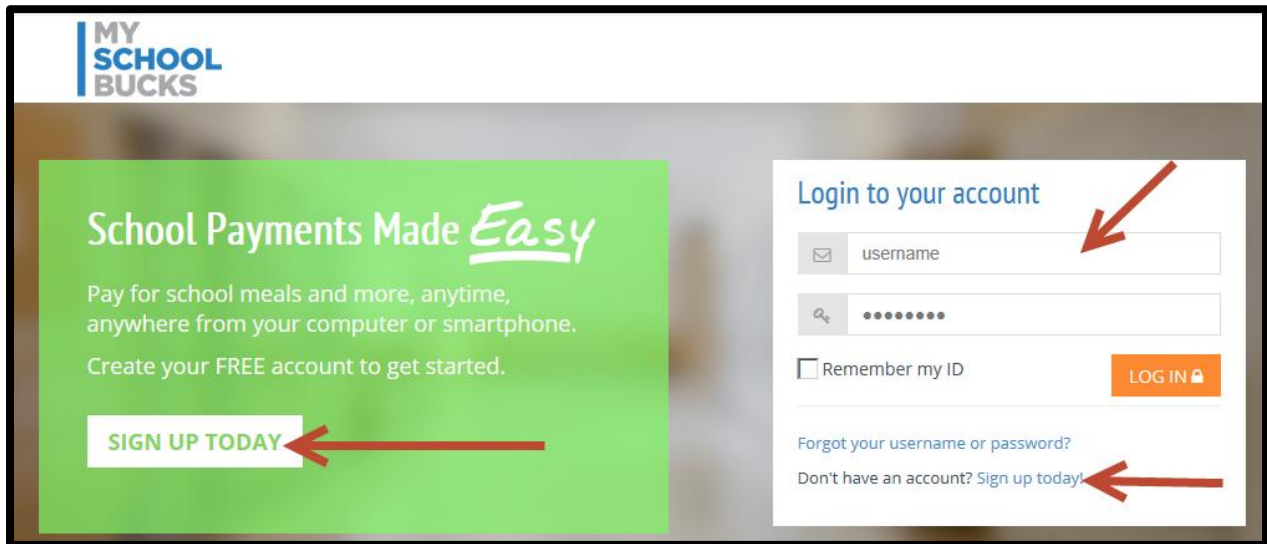
Payment for the high school summer school program will be made through mySchoolBucks (www.myschoolbucks.com), which is the same website used by parents to place funds on students' cafeteria accounts and to pay for athletics participation fees. If a parent has not yet established an account for the family, parents will need to establish an account with a login and password, add their student(s) to the account, and begin to make payments. Both credit cards and e-checks will be accepted.

PARENTS ESTABLISH ACCOUNTS

Establishing an account and adding each student in the household to an account are extremely simple. Many parents have already established accounts and are using the system for cafeteria payments. Parents with an existing mySchoolBucks account should login under their established account.

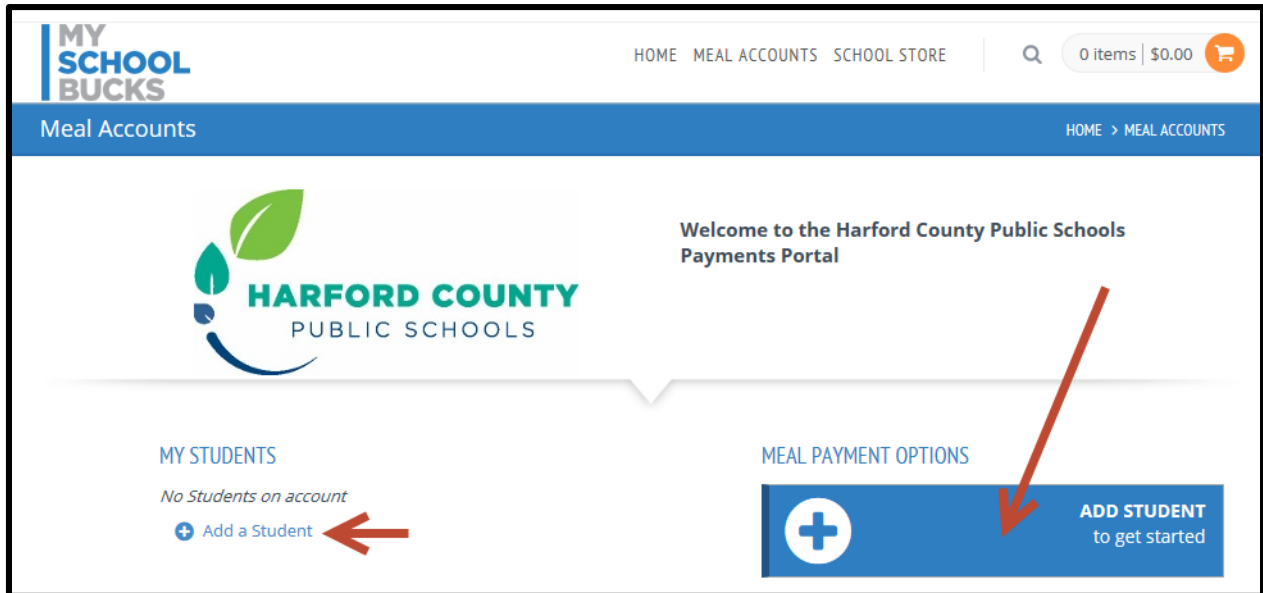
To establish a new account, parents will begin by clicking on [SIGN UP TODAY](#) to be guided through a series of screens as they answer a few questions. Parents will be asked:

- State/Province: **Maryland**
- School District: **Harford County Public Schools**
- Enter personal contact information: **This information is the parent's information, not the student's**
- Create a **Login ID** and **Password**.
- To establish **security questions** for password re-set, if needed.





After the initial registration is finished, parents must add their students to the account. To do so, they should click on **ADD STUDENT**, which is found on the welcome screen or Meal Accounts screen.



To find a student, the parent must select the student's home school (not the summer school site for which they registered). Next, enter the student's first and last name. In addition, the parent must enter **EITHER** the student's birthdate **OR** student's ID number.

Add Student

To add a student to your account please enter their name and identifying information.
Harford County Public Schools

Note: If your child attends school in a different school district please use the district selector at the top of the page to switch.

One of the following is required to validate your student

- or -

[Don't have your child's student ID?](#)



If for some reason a parent has difficulty following the prompts, Heartland Payment Systems, the vendor processor, provides customer service to walk the parent through the process. If parents are unable to add their student, which may happen if a student's name is loaded into the HCPS system differently than how the parent is attempting to input it into mySchoolBucks, contact information is on the site for Gary Childress, Food Services and Margaret Palmer, Business Services. For example, if a student's name is in the school system's records as Mary Smith Jones, and the parent is attempting to add the student in mySchoolBucks as Mary Smith-Jones, the student's information will not be located and the student cannot be added to the parent's mySchoolBucks account without some intervention.

If additional students need to be added to the parent's account, click on **ADD STUDENT** and locate the student as described above.

IMPORTANT NOTE: More than one adult can add a child to an account; therefore, both parents can separately establish accounts.



MAKING A PAYMENT



Once a parent adds their student(s) to the account, they can see a cafeteria account summary. From this screen, they can choose **SCHOOL STORE** in order to pay for high school summer school tuition. Parents can locate the High School Summer School Program options by clicking on Featured Items, Browse All Items, or Categories. From there, the process is much like any other online purchase.

The screenshot displays a mobile application interface. At the top, there is a navigation bar with 'HOME', 'MEAL ACCOUNTS', and 'SCHOOL STORE'. A search icon and a cart icon showing '0 items | \$0.00' are also present. Below the navigation bar, a dropdown menu is open under 'SCHOOL STORE', listing 'Featured Items', 'Browse All Items', 'Categories', and 'View Cart / Checkout'. The 'Categories' option is expanded, showing a list of school names followed by 'Athletics'. The 'High School Summer School Program' is highlighted in yellow. Below the dropdown, there is a section titled 'MEAL PAYMENT OPTIONS' with a list of options. The first option is 'SETUP AU...' with a price of \$16.70. The second option is 'TOP' with a price of \$10.00. The third option is 'TOP' with a price of \$62.15. The fourth option is 'TOP' with a price of \$0.00, which is highlighted in yellow. The fifth option is 'TOP' with a price of n/a. A red arrow points from the 'High School Summer School Program' in the dropdown menu to the highlighted 'TOP' option in the 'MEAL PAYMENT OPTIONS' section.



If **High School Summer School Program** is chosen, two tuition options will appear.

1. \$350 Tuition for High School Summer School Program—this tuition option should be chosen by families who do not have an approved Meal Benefit Application for reduced meals on file with the Harford County Public Schools Food and Nutrition Office.
2. \$150 Tuition for Students approved for Reduced Meals—this tuition option should be chosen by families who have an approved Meal Benefit Application for reduced meals on file with the Harford County Public Schools Food and Nutrition Office. Application status will be verified.

 <p>\$150 Tuition for Students approv...</p> <p>VIEW DETAILS</p>	 <p>\$350 Tuition for High School Sum...</p> <p>VIEW DETAILS</p>
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Parents will choose the appropriate tuition and be directed to screen below to make the purchase. At this screen, parents should be careful to choose the student for which they are paying tuition. Each HIGH SCHOOL student added to the parent's account will be seen on the drop-menu. In addition, at this point in the process, parents will see a statement communicating that the tuition is nonrefundable, except for those student who are notified that they have passed the HSA exam for the course in which they have enrolled and paid. The statement on the screen should be carefully read. **ADD TO BASKET** must be clicked to progress to the next screen.

\$350 Tuition for High School Summer School Program

Our Price \$350.00


Student

Important: Please read
This payment screen is for those students who are **not approved** for reduced meal prices. If you are approved for reduced meal prices, return to the prior screen and choose the tuition payment for students approved for reduced meal prices.

Payment shall not be made until students have registered for a course and received notification that they are accepted into a summer school course. Payment of the High Summer School tuition is nonrefundable, except for those students who are notified that they have passed the HSA exam for the course in which they have enrolled and paid.

Refer to www.hcps.org/students/summerschool.aspx for additional information, including the course schedule and attendance policy.

Be sure you are selecting the correct student to make tuition payment for high school summer school.





The next screen, My Basket, will contain all items chosen for payment. Parents should carefully review to ensure accuracy of tuition amount and student name.

If correct, parents should choose their payment method—echeck or credit card and input the correct account information. The last step is to **PLACE STORE ORDER**.

Name	Student	Unit Price	Quantity	Amount
\$150 Tuition for Students approved for Reduced Meals	DOE, JOHN	\$150.00	1	\$150.00

The tuition rate of \$150 is for students approved for reduced meal pricing. Eligibility for this rate will be verified; you will be contacted to make an additional \$200 payment if an approved application for reduced meal pricing is not on file with the Harford County Public Schools Food and Nutrition office. Payment in full is required prior to the first day of summer school.

Choose a payment method

E-CHECK CREDIT CARD

Subtotal \$150.00
Program Fee \$0.00
Total \$150.00

Bank Routing Number

Only U.S. bank accounts are accepted.

Checking Account Number

Confirm Checking Account Number

Name on Account

Billing Address

PLACE STORE ORDER

By clicking Place Order, you agree to our Terms of Service.

Lastly, a confirmation will be sent to the email address provided when the mySchoolBucks account was established.



REPORTING OF PAYMENTS (BECKY PENSERO AND SUPPORT PERSON ONLY)

Once parents make payments, Becky Pensero will access a report from the [mySchoolBucks](#) site in order to obtain a detailed listing of students for which tuition has been paid. [Becky: After logging in, the homepage may appear a little different from the below graphic based on whether any student(s) are added to your personal account. Reports may be pulled by clicking on [Admin Tools](#), [Reports](#) to access the reports menu found in the graphic.

The **Payment Report (Detail)** should be run in order to obtain a listing of who has paid tuition. This report is real time—it will show up-to-the-moment information. Therefore, if a parent makes a payment at 11:00 am, Becky can see the payment as soon as it is made.

The screenshot shows the mySchoolBucks interface. At the top right, there is a user greeting 'Welcome, Margaret Palmer' and a dropdown menu for 'Admin Tools'. The 'Admin Tools' dropdown is open, showing options: 'District Setup', 'Marketing Central', and 'Reports'. The 'Reports' option is highlighted in yellow, and a red arrow points to it. Below the 'Admin Tools' dropdown, the main content area is titled 'Reports'. Under this heading, there are several categories of reports: 'Payments' (with sub-items: Payment Report (Summary), Payment Report (Detail), Daily Batch Report (Summary), Daily Batch Report (Detail), G/L Transaction Report), 'Tools' (Deposit Reconciliation), 'Web Forms' (Web Form Report), 'Schools' (Student Report, Purchase Report, Acct Balance Report), 'Users' (User Report), 'Subscriptions' (Subscription Report), 'Stores' (Order Report, Sales Report, Stock Report, Product Report), 'Data Transfers' (Recent Data Transfers), and 'Release Notes' (View Release Notes). A red arrow points to the 'Payment Report (Detail)' option under the 'Payments' category.

Be sure to use the Payment Report (Detail) and not the Daily Batch Report (Detail). The batch report lists only those purchases for which a funds transfer to the bank has occurred. The batch report is used by Business Services to reconcile payments.

When preparing a report, you may designate:

1. **Product:** Leave the default (ALL) in order to obtain a listing of all students for which tuition has been paid.
2. **Date:** You may choose a specific date or a range.
3. **Keyword:** Use it if you are searching for a specific child's payment. Use just the Last Name or Last Name, First Name.
4. **Status:** Usually, you will leave the default to Approved in order to obtain a listing of all students that have paid the fee. However, you can obtain a listing of returned checks by choosing Canceled Check. Additional detail on returned checks may be found in **PAYMENT ISSUES**.



MY SCHOOL BUCKS HOME MEAL ACCOUNTS SCHOOL STORE

Payment Report (Detail)

You may filter the payment report based on the following criteria

■ indicates required field

Department	Business Services
Store	(ALL)
Product or Product Group	(ALL)
School or School Group	(ALL)
Grade	(ALL)
Homeroom	(ALL)
Billed To	<input type="checkbox"/> Mastercard <input type="checkbox"/> eCheck <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Visa
Start Date	March 16 2015
End Date	March 16 2015
Keyword(s)	
Status	Approved
Sort By	Date
Payment Txn Types	(ALL)

Show All Fees

[VIEW REPORT](#) [SEND TO EXCEL](#)

The above graphic may contain more filter choices than you have permission to use.



You may either view the report and print or send the data to Excel. The viewed report will provide, by product, by date a listing of students for which the payments have been made. For an example, an athletic fee payment is provided below.

Payment Report (Detail)						Print
Date:	Aug 12, 2013					
Department:	Business Services					
Store:	Fallston High School Store					
Date Range:	Jan 1, 2013 - Dec 31, 2013					
Status:	Approved					
Harford County Public Schools - Business Services						
FHS Cross Country - Girls						
Date	Invoice #	User	For	Billed To	Payment On Account	
Aug 10, 2013 11:48 AM	G41G0HVV5I6W7ID	Palmer, Margaret (margaret.palmer@hcps.org)	PALMER, CLAIRE (102166) FALLSTON HS FHS Cross Country - Girls	Visa ending in 9640	\$50.00	
Subtotals					\$50.00	
Totals					\$50.00	
					Grand Total	\$50.00
Total Items=1 Total Payments=1						

If exported to Excel, the data will appear as it does in the below graphic. The advantage of sending the report to Excel is the ability to filter and sort that data in any way that you may need. Not all the exported data is necessary for your purpose. Primarily, you will use the Product, Student Name, Student ID #, and Check Status fields. For a more detailed explanation of exporting to Excel—see **EXPORTING PAYMENT REPORT (DETAIL) TO EXCEL.**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S		
1	Date	Invoice ID	User	Department	Product	Account	G/L Acct	Student Name	Student #	Student Type	School	Billed To	Status	Check Status	Comment	Payment on Account	Batch ID	Batch Date	Confirmed	
2	8/10/2013	G41G0HVV5I6W7ID	Palmer, Margaret	Business Services	FHS Cross Country - Girls	Fallston HS - Cash	1REV 41120	PALMER, CLAIRE	102166	student	FALLSTON HS	Visa ending in 9640	Settled				50	20895931	8/11/2013 0:30	

Over time, you will discover how you choose to organize your work. A suggestion is to print the report by specifying the prior day's date to obtain purchases made each day. By running the report each day in this manner, you will obtain a listing of all new purchases from the last report. Use this listing to update the record keeping Excel workbook described in **RECORD KEEPING.**]



FUNDS TRANSFER AND ACCOUNTING

Tuition payments will be transferred from Heartland Payment Systems, the payment processor, to Harford County Public Schools' bank and deposited into an account. Christine Barker will ensure the revenue is appropriately accounted for.

PAYMENT ISSUES

Along with Becky, Business Services personnel will monitor the payment reports looking for the following issues:

1. **Returned checks.** If a parent's check is returned because of insufficient funds or wrong account number, an email is auto-generated from the payment processor and we will see a negative amount posted on the report. Obviously, if this occurs the student is not considered "Paid." If the parent does not re-submit payment, contact with the parent will need to be made.
2. **Duplicate payments.** Duplicate payments may occur if payment is submitted more than one time due to more than one individual adding the student to an account and both pay, or payment is made twice from the same account.
3. **Payment submitted to the wrong product.** Wrong payments will occur if a parent chooses an inaccurate tuition option or if a parent places the entire tuition payment on the student's cafeteria account. If payment is placed on the cafeteria account, Business Services will make the appropriate transfer.

If a parent chose the \$350 tuition option, but is approved for reduced meals, a refund for the difference will be provided. Becky should complete a Payment Voucher, including the parent's name and address and supporting documentation of payment, and forward to Margaret Palmer.

If a parent chose the \$150 tuition option, but is NOT approved for reduced meals, parents must be directed to Miscellaneous to make the Balance Due payment.

MYSCHOOL BUCKS EDITING OR SETUP

If any change needs to be made, such as a spelling error, please contact Margaret Palmer, Business Services, at 410-809-6057.