

The Morris Hills Regional District's Food Service Department is excited to provide parents/guardians a convenient, easy, and secure online prepayment service to deposit money into their child's school meal account at any time. This service also provides parents/guardians the ability to view their child's account balance through a web site called myschoolbucks.com. Additionally, parents/guardians will have the ability to print out a copy of their child's purchasing history report. This history report will show parents/guardians all dates and times that their child has purchased a breakfast and/or lunch within the past thirty days.

To access these services, please adhere to the following:

Creating a New Parent Account

- You will first need your child's student ID number; you may get this number from your child's schedule, progress reports or report cards.
- Go to the district website at www.mhrd.k12.nj.us then click on the link to My School Bucks OR simply go to www.myschoolbucks.com.
- Click **Register for a Free Account** and enter the required information.
- Click **Finish** to complete the initial registration process.

Add Students to Your Family Account

- When you log in you will be taken to the homepage.
- Click **My Household** from the main menu.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Look up your Students** and enter the required information.
- Click **Add Student** (once you found your child's name) to continue.
- Click **Finish or Add another Student** based on you need.

NOTE: Your child's transaction history report will not display information during the initial account set up process.

How to Make a Deposit

- Click **Make Payment** located under **Payment Center**.

- Enter an amount in the **Deposit** payment area next to your child's name.

o If you have more than one child, enter the amount you wish to deposit into the area next to each child's name. *DO NOT* deposit money for your entire family into ONE child's account.

- Click **Add to Basket**.

- Click **Check out Now**.

- You will be directed to the link web site to enter your payment information.

o If you are using a credit card, enter the required information.

- Click **Continue** when finished.

- Click **Place Order** once again to finish the process.

*Students will still be permitted to pay cash at the register or may make advance payments via check. **Checks should be made payable to the Morris Hills Regional District.** Please write your child's full name on the check.*

It is important to note that any money put into a student account will be used for food purchases from the cafeteria only. The cafeteria will not cash out money that has been deposited into an account. Any funds remaining in a student's meal account at the end of the school year will be carried over to the following September. Seniors should empty their accounts prior to graduation.

If you have any questions about these new services, please feel free to e-mail the Food Service Department at foodservice@mhrd.k12.nj.us or to contact our office at 973-664-2203.