

Student ID

Student Name

School:

Grade:

Registering for MySchoolBucks.com:

- You will first need your child's student ID number per above.
- Go to the district website at www.dfsd.org, and click on the link to MySchoolBucks.com OR go to <https://www.myschoolbucks.com/>.
- Click **Register For A Free Account** and enter the required information.
- To find the Dobbs Ferry School District:
 - Select State: **New York** and click **Continue**
 - Select School District: **Dobbs Ferry School District** and click **Continue**
- Enter all required **Parent Information** and click **Continue**
- **Create the Parent User Credentials on the Add Account screen** filling in all required fields such as your login id (you create your own login id), password, security question & answer.
- Click **Register** then click **Finish** to complete the initial registration process. An email will be sent to confirm your registration.

Adding Students to Your Account (“My Household”):

- When you log in you will be taken to the **Getting Started** screen
- Click on the link in **Step 1 – look up your students** to add your child to your household. This will bring you to the student lookup page.
- **Find your child:**
 - Select the school your child attends from the drop down menu
 - Enter your child’s first and last name
 - Enter your child’s ID number noted on the top of this letter
 - Click **Find Student**. This will bring up a screen with your child’s name and grade
 - If your child’s name is correct. Click **Add Student**, this will attach the student to your household.
- If you have additional children you want to add to your household click **Add Another Student** and follow the steps above to Find your child.
- Once all your children have been added to your account click **Finish**.

Viewing your Household:

- Click on the **My Household** link on the left side of the page.
 - View All students added to your household, View current balances, Deposit money into your children’s accounts, View purchase history, Add or remove students.
(Account balances may not reflect current balance. Please allow for 1-2 school days for processing.)

How to Make an Online Deposit into a Student Account:

- Click on **My Household**
- Click on **Make a Payment**
- **Enter the amount to pay on each account and click on Check Out Now**
(Note: you can also setup automatic payments by clicking on the *Setup a Payment Schedule* link)
- **Complete the Payment Information.**
 - There are two options: **Credit Card:** Mastercard, Discover or Visa OR **Electronic Check**
 - **Review Charges** (payment will include a \$1.95 service charge)
 - Click on **Place Order**, click **Print Order**, click **Finish**

How to Make a Payment by Cash or Check:

Send payment to school with your child. Please direct your child to bring the payment to the cashier in the cafeteria. Include your student's name(s) and ID number(s) on the check or envelope.

If you have any questions about this service, please call (914) 693-1500, ext. 3025 or send an email to alfanom@dfs.org.