

Duncan Schools is pleased to introduce MySchoolBucks as our on-line payments vendor.

It only takes **three easy steps** to get started.

Step 1. Sign up for an account at www.myschoolbucks.com

Go to www.myschoolbucks.com.

Click "Sign Up Today" at the bottom of the "Login To Your Account" Box.

When you choose "Oklahoma" as your state, you will be presented with a list of schools –

Be sure to choose Duncan Public School.

Fill out the remaining normal online account information

Step 2. Add your students to your account.

Login using your email address and the password that you created.

At the top of the page you should see "Welcome, YOUR NAME".

Click that link and then choose My Students.

Click "Add Student".

Select the building your student attends.

Enter their First Name and Last Name as it is recorded in the school records.

Enter EITHER their birth date or Student ID.

Click Find Student.

Repeat as many times as necessary.

Step 3. Make your purchases.

Click School Store at the Top and select "Browse All Items".

You will only see items applicable for the students you have added.

(you won't see Early Childhood items if you only have a High School Student.)

When you select an item, you will be required to select the appropriate student.

That helps us track how to properly apply your purchase.