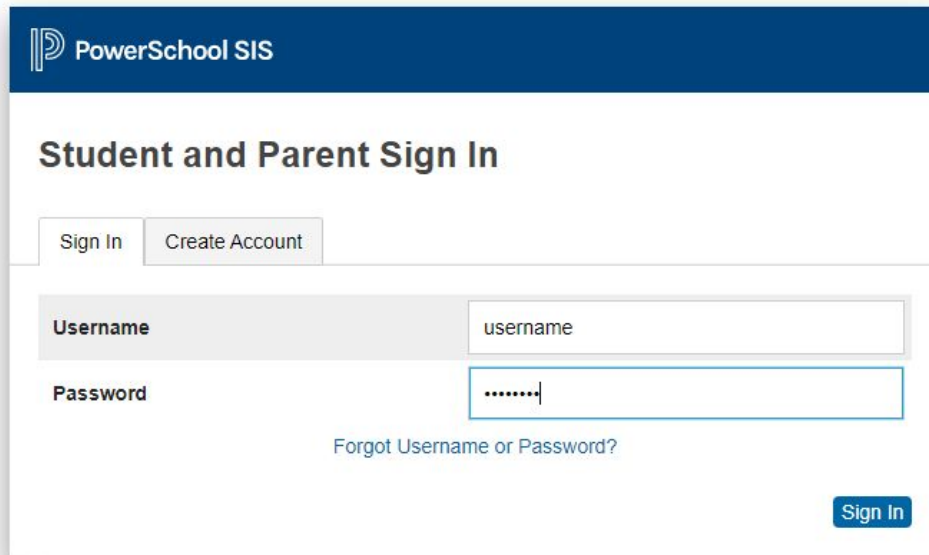


SARATOGA UNION SCHOOL DISTRICT

PowerSchool Parent Portal/MySchoolBucks Invoicing Guide

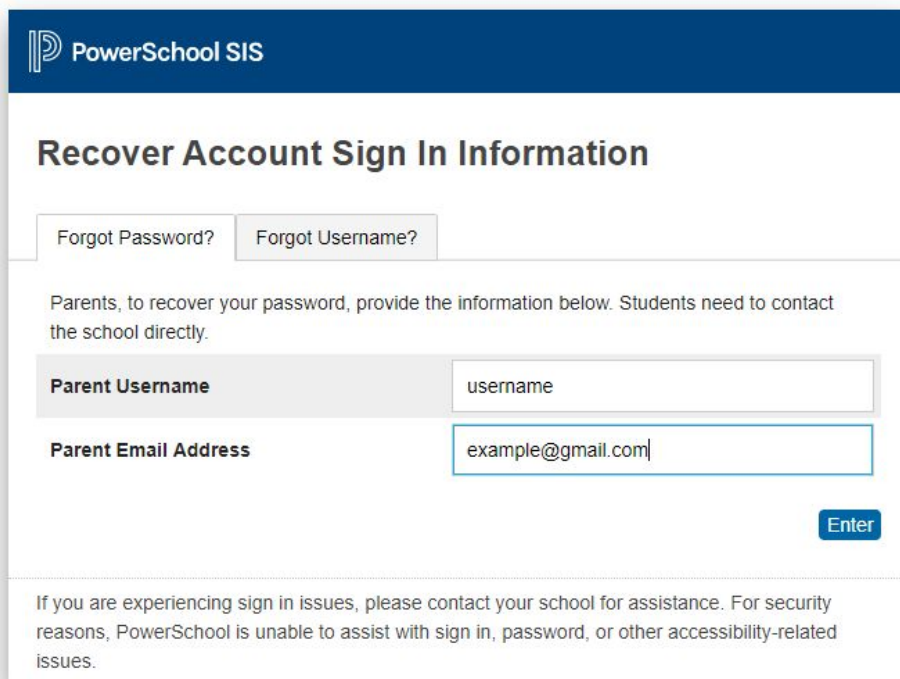
1. Sign into the PowerSchool Parent Portal at <https://saratogausd.powerschool.com/public/home.html>:



The screenshot shows the 'Student and Parent Sign In' page. At the top left is the PowerSchool SIS logo. Below the logo is the title 'Student and Parent Sign In'. There are two tabs: 'Sign In' (selected) and 'Create Account'. Below the tabs are two input fields: 'Username' with the text 'username' and 'Password' with masked characters '.....'. Below the password field is a link that says 'Forgot Username or Password?'. At the bottom right is a blue 'Sign In' button.

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If you forgot your username or password, please click the 'Forgot Username or Password' link and click either the 'Forgot Password?' or 'Forgot Username?' tab and enter the requested information:



The screenshot shows the 'Recover Account Sign In Information' page. At the top left is the PowerSchool SIS logo. Below the logo is the title 'Recover Account Sign In Information'. There are two tabs: 'Forgot Password?' (selected) and 'Forgot Username?'. Below the tabs is a paragraph: 'Parents, to recover your password, provide the information below. Students need to contact the school directly.' Below the paragraph are two input fields: 'Parent Username' with the text 'username' and 'Parent Email Address' with the text 'example@gmail.com'. At the bottom right is a blue 'Enter' button.

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If you are still unable to access your account after trying the above, contact registration@saratogausd.org

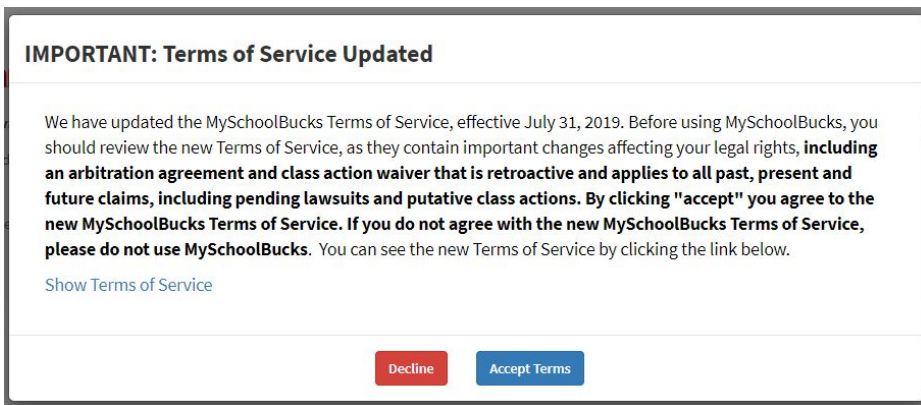
2. Once in the Parent Portal, click the MySchoolBucks icon in the left-hand menu:



3. The MySchoolBucks website will open in another window in your browser. If you are signing up for the first time, click 'New MySchoolBucks User':



4. A popup with the updated Terms Of Service will appear; click 'Accept Terms':



5. You will be asked to make your account more secure by providing answers to security questions. Choose your desired questions from the 'Security Question #1' and 'Security Question #2' drop-downs and provide the answers on the next line; provide your email address and select your email preferences, then click 'Update Profile' (you may also skip this section if desired by clicking 'Skip For Now'):

Make Your MySchoolBucks Account More Secure

We've recently added features to improve your MySchoolBucks experience and make it even more secure. Please take a minute to complete your User Profile.

Security Question #1

? In what city did you attend high school? ▾

? Timbuktu

Security Question #2

? What are the last 4 digits of your social security number? ▾

? 0000

Complete your MySchoolBucks profile

✉ example@gmail.com

Email Preferences

I would like to receive feature updates, news and promotional emails from MySchoolBucks

I would like to receive payment confirmation emails from MySchoolBucks

Skip For Now

Update Profile

6. Your MySchoolBucks account is now ready to use; you can access it directly by clicking the 'MySchoolBucks' icon in the PowerSchool Parent Portal. The email address provided during the sign-in process will also be used as the username for the account in the event you need to access MySchoolBucks outside of the Parent Portal.

7. To pay for an invoice, login into your PowerSchool Parent Portal account. Click the MySchoolBucks icon in the left-hand menu:



8. Click on the Show Payment Plan button:

School Invoices

School Invoices

Your students have one or more unpaid invoices. If you believe you are seeing this in error, please contact your school for further assistance. To view partial payment or recurring payment options (if available), select "PAYMENT OPTIONS" for the item listed.

Skip For Now Add All Invoices To Basket

Invoice #: inv208 Payment Options Add To Basket

Date Added	Fee Name	Description	Student Name	Amount
09/25/2019	Treehouse Extended Day Child Care		[REDACTED]	\$8.00

Invoice Amount \$8.00
 Total Payments \$0.00
 Remaining Amount \$8.00

Next Amount Due \$1.00
 Oct 01, 2019

This invoice has a payment plan with multiple due dates Show Payment Plan


Skip For Now View Cart / Checkout

9. Click on "Payment Options" in the Payment Plan box:

Payment Plan

The following payment plan is available for this invoice. Please Click Payment Options to make a payment or to set up automatic payments.

1. Oct 01, 2019	2. Nov 01, 2019	3. Dec 02, 2019	4. Jan 01, 2020
5. Feb 03, 2020	6. Mar 02, 2020	7. Apr 01, 2020	8. May 01, 2020



10. Make selection and click on "Add to Basket"


Select a payment option:

Pay Remaining Amount of \$8.00

Pay Next Amount Due of \$1.00

Pay Other Amount

Set Up Automatic Payments



Cancel Add To Basket

11. Click on cart to set up automatic payments or make a one time payment;

1 items | \$1.00 

12. Follow instructions in cart to process payment(s).

If you have any problems accessing your PowerSchool Parent Portal account or your child is new to the Saratoga Union School District this school year please contact the District Office at:

registration@saratogausd.org

If you encounter any problems with MySchoolBucks please contact:

Parent Support

855.832.5226

parentsupport@myschoolbucks.com

For registration or billing questions, please contact Saratoga Union School District at:

(408) 867-3424

treehouse@saratogausd.org