

MySchoolBucks Declining Balance walkthrough

Given our current times, minimizing contact and gatherings – including lunch lines – is more important than ever. To do so, we have loaded our school meals on the school store in MySchoolBucks.

While the store is not set up to take your existing school balance, we are aware that many parents have existing balances on their school accounts, and would like to take advantage of that money to order food. Below is a step-by-step guide to ordering food for your student utilizing the money already on their account.

- 1) Log into MySchoolBucks with your account, as usual. On the entry screen, you will see the students associated with your account, as well as the money that is currently on their account.
 - a. If your students information is visible, please use the “add a student” button to associate your student with your account.
 - b. Use the “knife and fork” icon to get directly to the food services store.

 Jesuit High School Admin Tools ▾ Home ▾ Meal Accounts ▾ School Store ▾
HOME ▸ MEAL ACCOUNTS



Welcome to the **Jesuit High School** Payments Portal

Jesuit High School online meal orders!
Order by 5:00pm Sunday for the following week.

Dietary restriction and food allergies, please contact:

Executive Chef, John Montuya

Cell: 916.832.1694

MY STUDENTS

ACCOUNT BALANCE

 Test Student

N/A 

 Add a Student

- 2) Choose menu items from the school store to order for the week. Use the filters on the left to easily find the meals you are looking for. For this demonstration, we will order lunch for Friday, 10/23.

Filter by school

Jesuit High School

Filter by category

1. Monday


2. Tuesday


3. Wednesday


4. Thursday


5. Friday

Featured Items


 Snack Delivered with Lunch Only \$2.00

 Daily Beverage List \$2.75


 Daily Afternoon Snack Window Pickup \$4.00

 A 10/23 Friday Breakfast Bistro \$...


[View Details](#)

 B 10/23 Friday Lunch \$6.75


[View Details](#)

 Daily Afternoon Snack Window Pi...

[View Details](#)

 Daily Beverage List \$2.75


[View Details](#)

 Snack Delivered with Lunch Only ...

[View Details](#)

IMPORTANT: YOU WILL NOT BE ABLE TO ORDER USING YOUR EXISTING BALANCE IF YOU DO NOT FOLLOW THE NEXT STEP.

- 3) Select which student you would like to order food for. Then, select your payment method. **THE DEFAULT PAYMENT METHOD IS CREDIT CARD. IF YOU WOULD LIKE TO USE AN EXISTING BALANCE, PLEASE SWITCH THE PAYMENT OPTION TO “DECLINE BALANCE”.**



B 10/23 Friday Lunch \$6.75

Student [+ Add a Student](#)

Options


Choose One Decline Balance \$6.75 will be deducted from your MSB account

Vegetarian Sliders on a Brioche Bun & Roasted Jo-Jo Sweet Potatoes (v)

[Cancel](#) [Buy Now](#) [Add To Basket](#)

Availability Available

4) Make your food selection, and add it to your basket. Those Veggie sliders look good!



B 10/23 Friday Lunch \$6.75

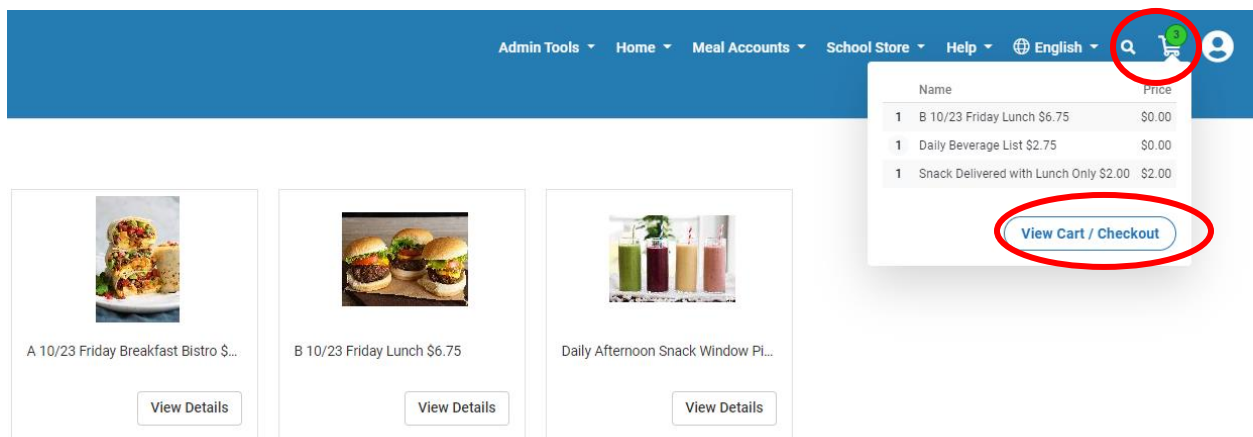
Student [+ Add a Student](#)




Options

Choose One Niman Ranch Beef Mini Sliders on a Brioche Bun & Roasted Jo-Jo Sweet Potatoes
 Vegetarian Sliders on a Brioche Bun & Roasted Jo-Jo Sweet Potatoes (v)

Availability Available

5) Once you have made all of your selections for the week, select your cart in the top right of the screen to review your purchase and begin the checkout process.



Admin Tools ▾ Home ▾ Meal Accounts ▾ School Store ▾ Help ▾ English ▾   

Name	Price
1 B 10/23 Friday Lunch \$6.75	\$0.00
1 Daily Beverage List \$2.75	\$0.00
1 Snack Delivered with Lunch Only \$2.00	\$2.00

A 10/23 Friday Breakfast Bistro \$...

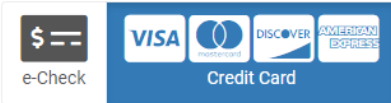
B 10/23 Friday Lunch \$6.75

Daily Afternoon Snack Window Pl...

6) Oh no! By looking at the checkout amount, I can see that I have added an item incorrectly, and will get charged for it at checkout, rather than being able to order from my declining balance. As a result, I am being asked for a payment method at the bottom of the screen. Not to fear, simply remove the item from your basket using the “x”, and go back to the store to add it to your basket correctly.

NAME	STUDENT	UNIT PRICE	QUANTITY	AMOUNT	
<u>B 10/23 Friday Lunch \$6.75</u>	Student, Test	\$0.00	1	\$0.00	
Decline Balance \$6.75 will be deducted from your MSB account Choose One:		Vegetarian Sliders on a Brioche Bun & Roasted Jo-Jo Sweet Potatoes (v)			
<u>Daily Beverage List \$2.75</u>	Student, Test	\$0.00	1	\$0.00	
Decline Balance \$2.75 will be deducted from your MSB account Bev: Quenchers (Pick One): Which day of the week?: Ordered With:		Snapple Kiwi Strawberry (16 oz) Friday Lunch			
<u>Snack Delivered with Lunch Only \$2.00</u>	Student, Test	\$2.00	1	\$2.00	
Credit Card Snack: d: Daily PM Snack (Pick One): Which day of the week?:		Clover Farms Organic Low Sugar Strawberry Yogurt Tuesday			

Choose a payment method: ?



6) This looks more like it! Scroll down and select “continue” to confirm your order.

Snack Delivered with Lunch Only Student, Test \$2.00	\$0.00	1	\$0.00	
Decline Balance \$2.00 will be deducted from your MSB account				
Snack:				
d:				
Daily PM Snack (Pick One):	Clover Farms Organic Low Sugar Strawberry Yogurt			
Which day of the week?:	Friday			

Subtotal	\$0.00
Sales Tax	\$0.00
Program Fee	\$0.00
Total	\$0.00



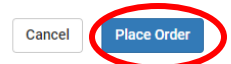
By clicking this button, you agree to our Terms of Service

7) Select “Place Order” to complete the final step, and look for a confirmation email from MySchoolBucks. Remember, money will not be drawn down from your account immediately! This process generally occurs on Fridays, but it might not show up on your account until after the weekend.

Please review your order and click “Place Order” to confirm.

NAME	STUDENT	UNIT PRICE	QUANTITY	AMOUNT
B 10/23 Friday Lunch \$6.75	Student, Test	\$0.00	1	\$0.00
Decline Balance \$6.75 will be deducted from your MSB account				
Choose One: Vegetarian Sliders on a Brioche Bun & Roasted Jo-Jo Sweet Potatoes (v)				
Daily Beverage List \$2.75	Student, Test	\$0.00	1	\$0.00
Decline Balance \$2.75 will be deducted from your MSB account				
Bev:				
Quenchers (Pick One):	Snapple Kiwi Strawberry (16 oz)			
Which day of the week?:	Friday			
Ordered With:	Lunch			
Snack Delivered with Lunch Only Student, Test \$2.00		\$0.00	1	\$0.00
Decline Balance \$2.00 will be deducted from your MSB account				
Snack:				
d:				
Daily PM Snack (Pick One):	Clover Farms Organic Low Sugar Strawberry Yogurt			
Which day of the week?:	Friday			

Subtotal	\$0.00
Sales Tax	\$0.00
Program Fee	\$0.00
Total	\$0.00



Thank you for using MySchoolBucks to assist us in continuing to provide the fantastic, nourishing food you are used to seeing from us, while doing our absolute best to keep everyone safe.