



2022-2023 Student Activity Fee

ONLINE REGISTRATION INSTRUCTIONS

MYSCHOOLBUCKS

Beginning Fiscal Year 2022-2023, Chelmsford Public Schools has switched its Registration/Payment Platforms. We will now be using MySchoolBucks. All payments must be completed via this new platform. Please follow these instructions to use the new Registration/Payment System:

- 1) Click on MySchoolBucks Login Link and Select **SIGN IN TODAY**.
- 2) Create a username/password and make sure to **select MA** for your state and **Chelmsford Public Schools** as your district.
- 3) Go Back to MySchoolBucks Login Link and Enter your Username and Password. You will be asked a method to have a verification code delivered to your email or cell phone in order to login.
- 4) Enter the verification code and you will be directed to the dashboard for Chelmsford Public Schools Dashboard.
- 5) On the left-hand side select **ADD STUDENT**.
- 6) Select your Student and enter the necessary information. You will need to enter their Date of Birth.
- 7) Once you have selected your student, click on **STORE** and then **BROWSE ALL PRODUCTS**.
- 8) Click on **STUDENT ACTIVITY FEE** and Select from the drop-down menu your Student and Payment Method
 - a. McCarthy (\$50.00)
 - b. Parker (\$50.00)
 - c. High School (\$50.00)
- 9) Add to Cart, if you have more than one Student please **REPEAT** for all Students by adding them to your Cart.
- 10) **YOU MUST CHECK OUT TO COMPLETE YOUR TRANSACTION. IF YOU DO NOT CHECK OUT AND SUBMIT YOU ARE NOT ENROLLED IN STUDENT ACTIVITY.**