

[MySchoolBucks](#) is an electronic payment processor that can expedite the purchasing of Colorado Springs School District 11 increment credit available to D11 teachers.

- When you click on the link you will be taken to the D11 Food and Nutrition Service website.
- Click on the line right above the picture titled **GUEST – CLICK HERE TO ACCESS THE SCHOOL BUCKS SITE WITHOUT LOGGING IN.**
- Click on “browse all items.”
- You will see a number of icons. Click on:



- You must complete and submit one **“MySchoolBucks payment form”** for **each** D11 increment credit class.
 - Each class must be paid for separately due to the requirements of:
 - Hours must be completed outside of contract time.
 - This includes days when you don’t have students.
 - Instructor must have confirmed attendance.
 - All forms are completed and approved i.e. Prior Course Approvals.
- The fee for each transaction is \$2.50, which will be added to your credit or debit card payment amount.
- You will receive a unique confirmation number. You are **required** to email that confirmation number along with the information on the class that is being purchased to: susan.grosshans@d11.org
 - Title of class
 - Course number or SRN# from your registration form
 - Date of class from the registration form
- Course and transaction fees are not refundable.
- For questions, please contact susan.grosshans@d11.org.