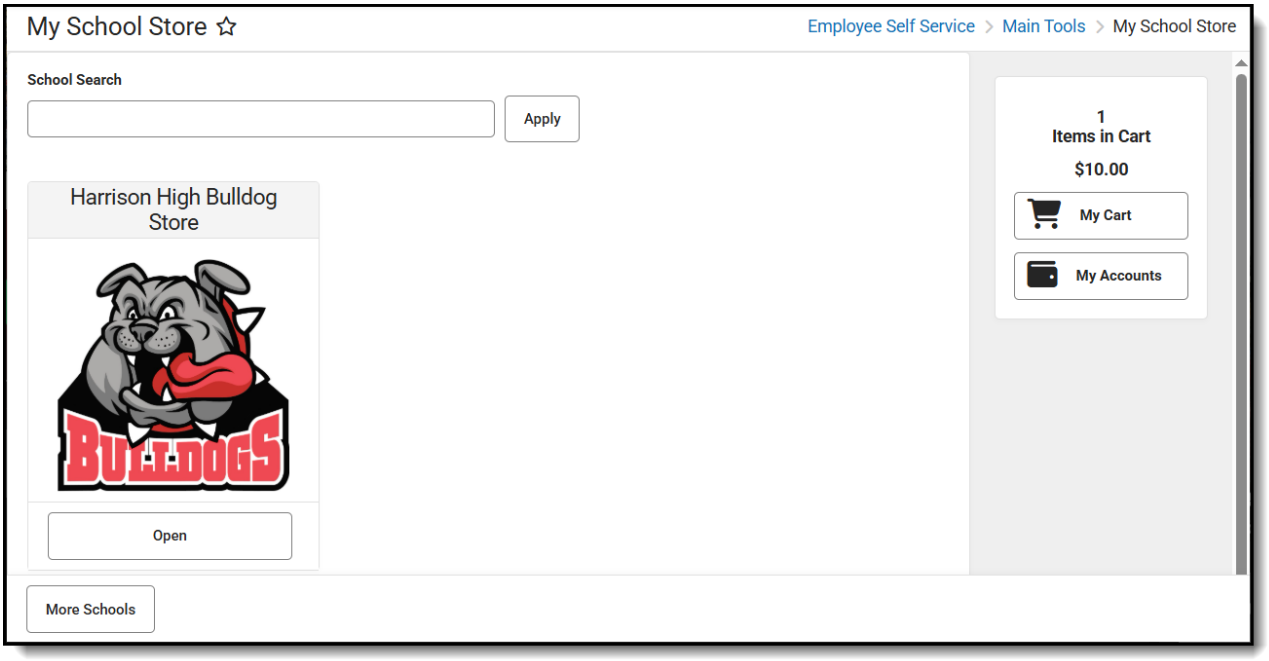
My School Store (Employee Self Service)

Last Modified on 07/08/2026 2:59 pm CDT

Tool Search: My School Store

This functionality is only available to districts who have purchased Campus Payments.

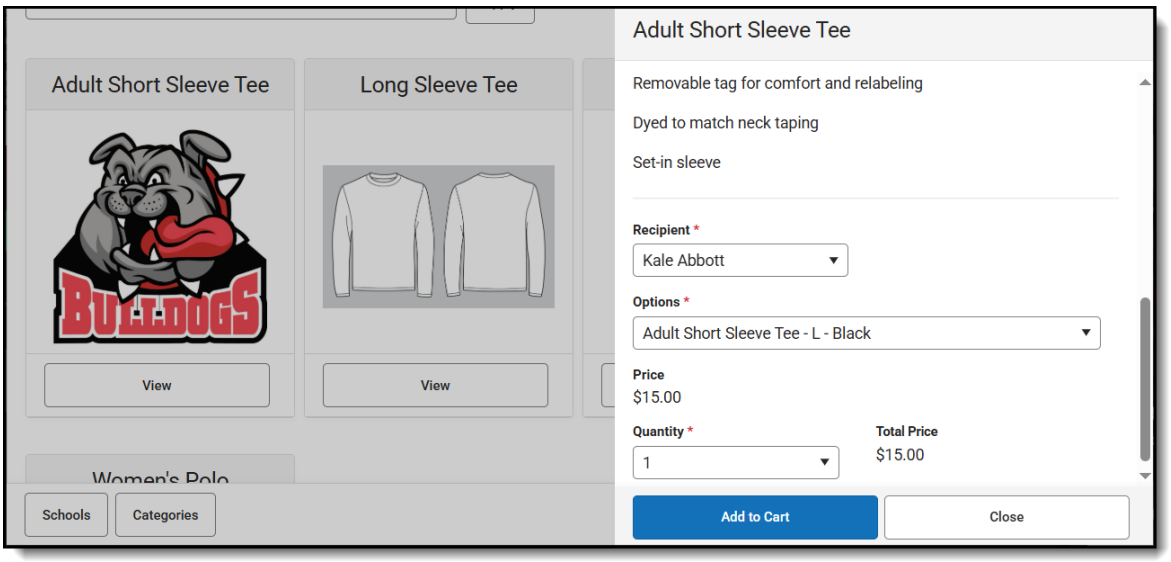
The My School Store tool allows staff members to purchase items from the School Store.



How do I purchase items in the School Store?

1. Click **Open** for the Store where you want to shop. The Products for that store display.
2. Click **Open** for the Product you want to buy. A panel displays with the product's details.

   Click here to expand...



3. Select any necessary options and enter details, if necessary, then click **Add to Cart**.
4. Select **My Cart**.
5. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
   For help adding Payment Methods, see the Payment Methods article.
6. Select **Submit Payment**. A confirmation message displays.
7. Click **Yes**. A receipt is displayed. Click **Print** to print a PDF of the receipt.