

My School Store (Employee Self Service)

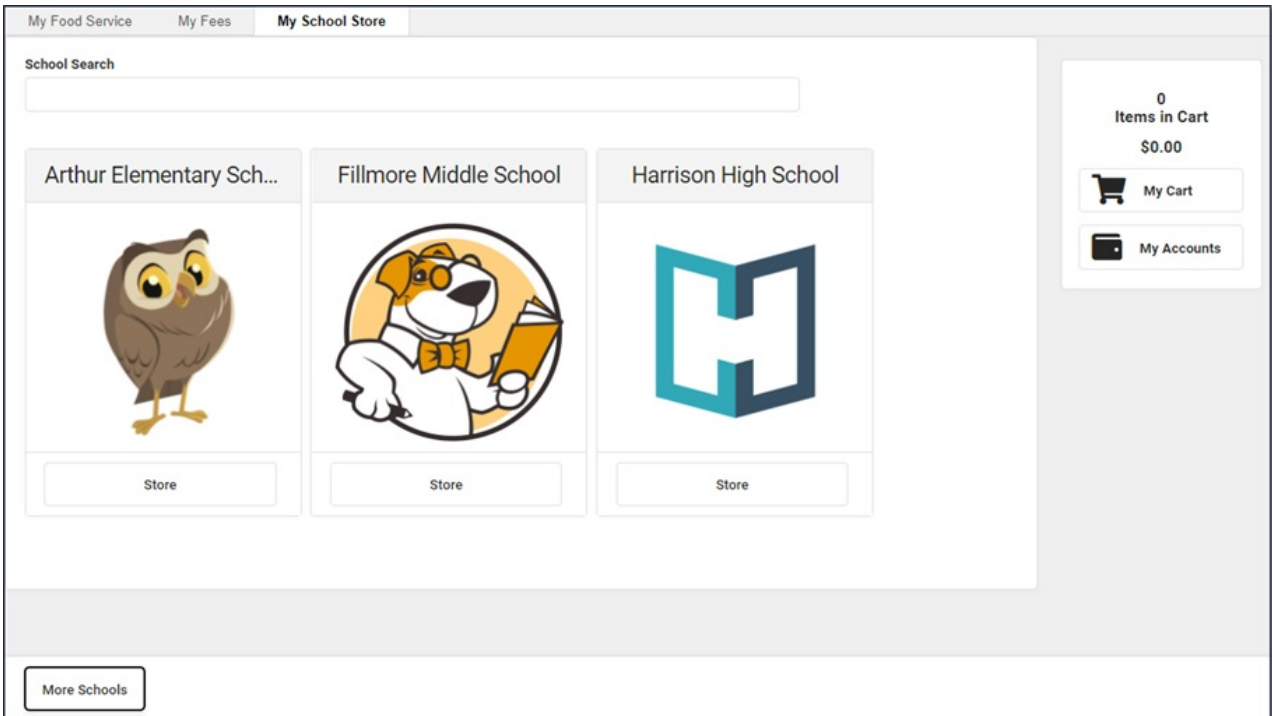
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Classic View: Employee Self Service > My School Store

Search Terms: 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 on the Store where you want to shop.
Result: The Products for that store display.
2. Click on the Product you want to buy.
Result: 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**.
Result: A confirmation message displays.
7. Click **Yes**.
Result: A receipt displays. Click **Print** to print a PDF of the receipt.