

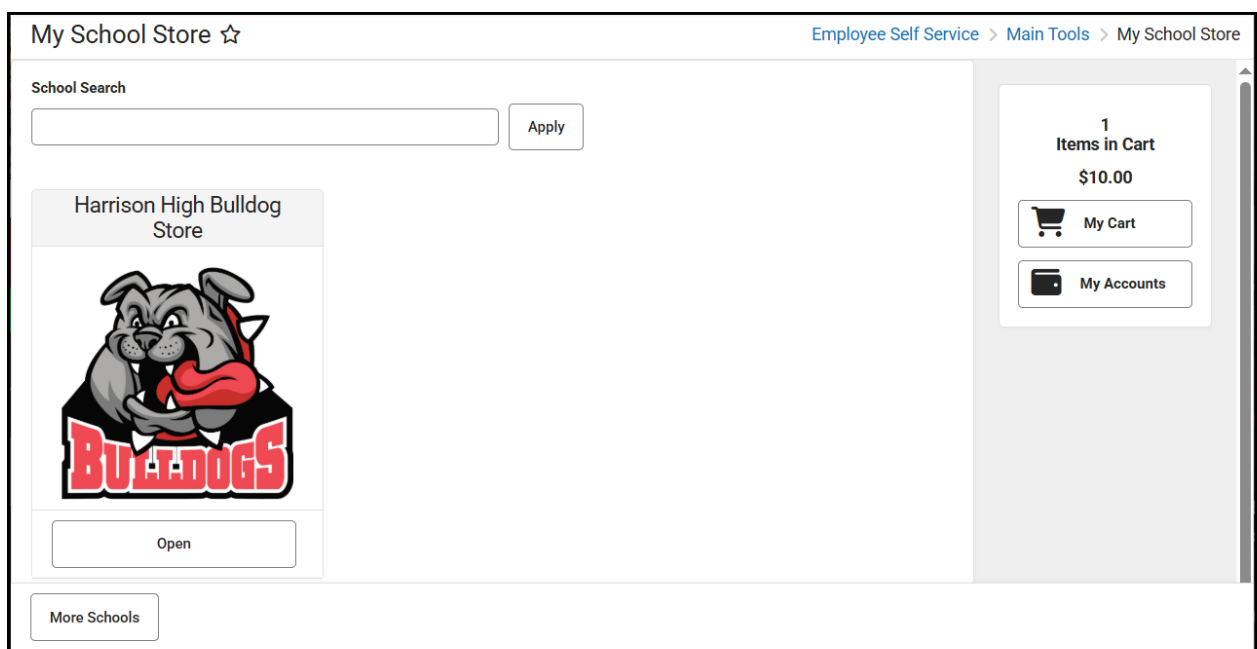
My School Store (Employee Self Service)

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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...](#)

The screenshot shows a web interface for a school store. On the left, there are two product categories: 'Adult Short Sleeve Tee' and 'Long Sleeve Tee'. The 'Adult Short Sleeve Tee' category features a bulldog mascot logo with the word 'BULLDOGS' below it. Below the categories are buttons for 'View' and 'Add to Cart'. On the right, a detailed panel for the 'Adult Short Sleeve Tee' is displayed. This panel includes the following information:

- Product Name:** Adult Short Sleeve Tee
- Features:** Removable tag for comfort and relabeling, Dyed to match neck taping, Set-in sleeve.
- Recipient:** Kale Abbott (selected from a dropdown menu).
- Options:** Adult Short Sleeve Tee - L - Black (selected from a dropdown menu).
- Price:** \$15.00
- Quantity:** 1 (selected from a dropdown menu).
- Total Price:** \$15.00
- Buttons:** 'Add to Cart' (blue) and 'Close' (white).

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.