

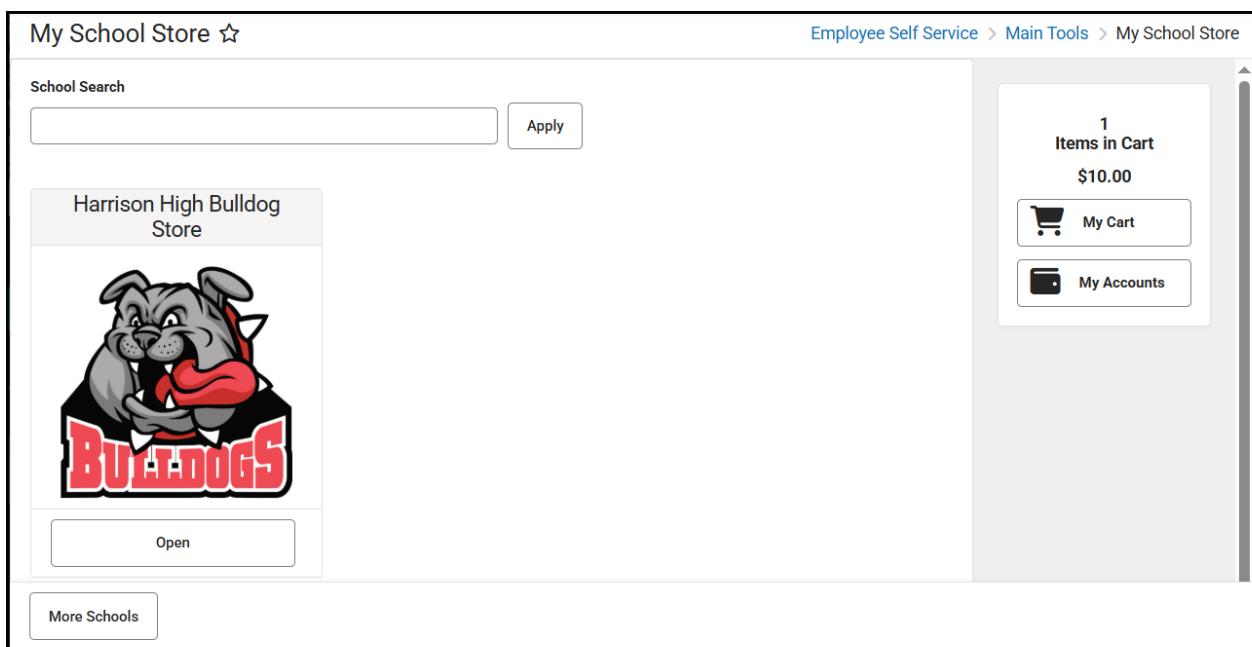
# My School Store (Employee Self Service)

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: My School Store

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

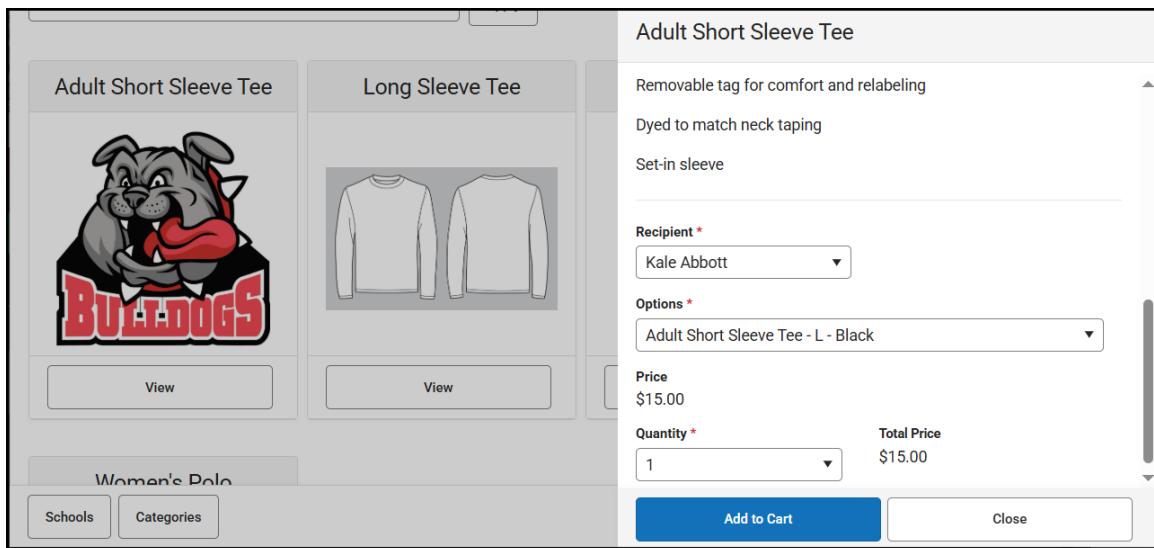
The My School Store tool allows staff members to purchase items from the School Store.



The screenshot shows the 'My School Store' tool interface. At the top, there is a 'School Search' input field with an 'Apply' button. Below the search is a section for 'Harrison High Bulldog Store' featuring a bulldog logo and the text 'BULLDOGS'. There is an 'Open' button in this section. To the right, a sidebar displays '1 Items in Cart' with a total of '\$10.00'. It includes two buttons: 'My Cart' (with a shopping cart icon) and 'My Accounts' (with a wallet icon). At the bottom left of the main area, there is a 'More Schools' button.

## 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.