

# My School Store (Employee Self Service)

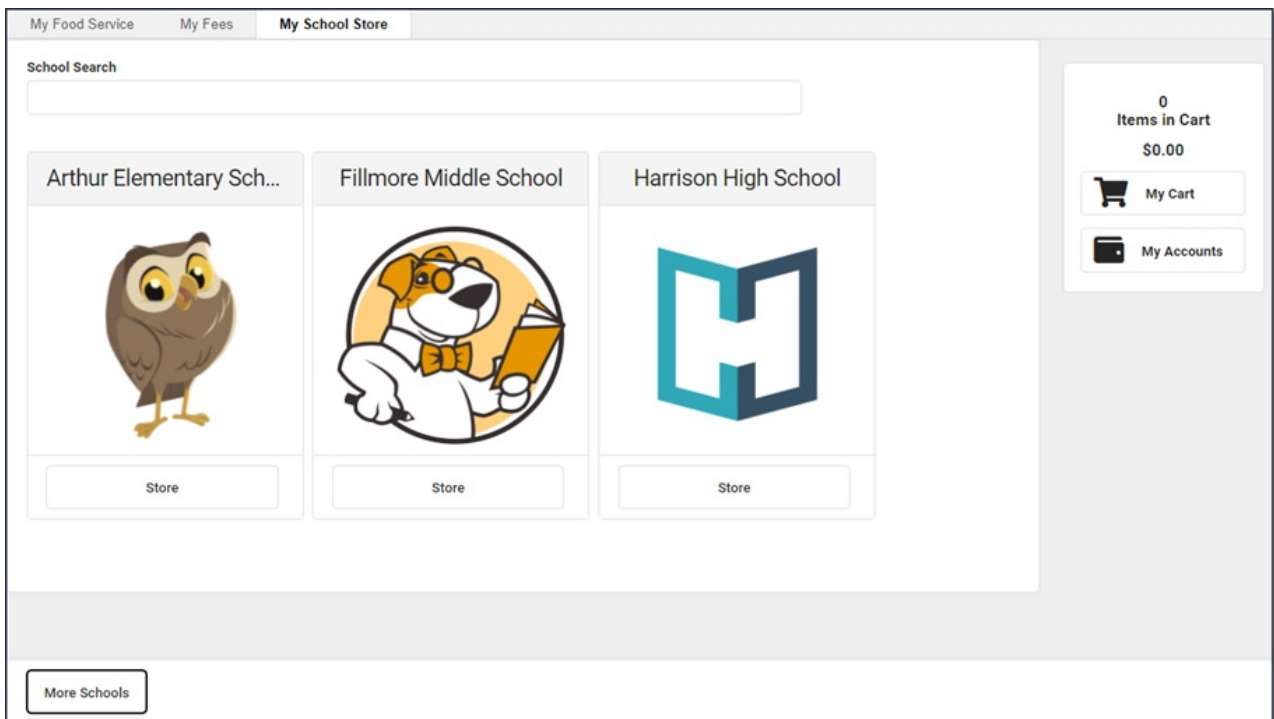
Last Modified on 10/21/2024 8:20 am CDT

**Classic View:** Employee Self Service > My School Store

**Search Terms:** My School Store

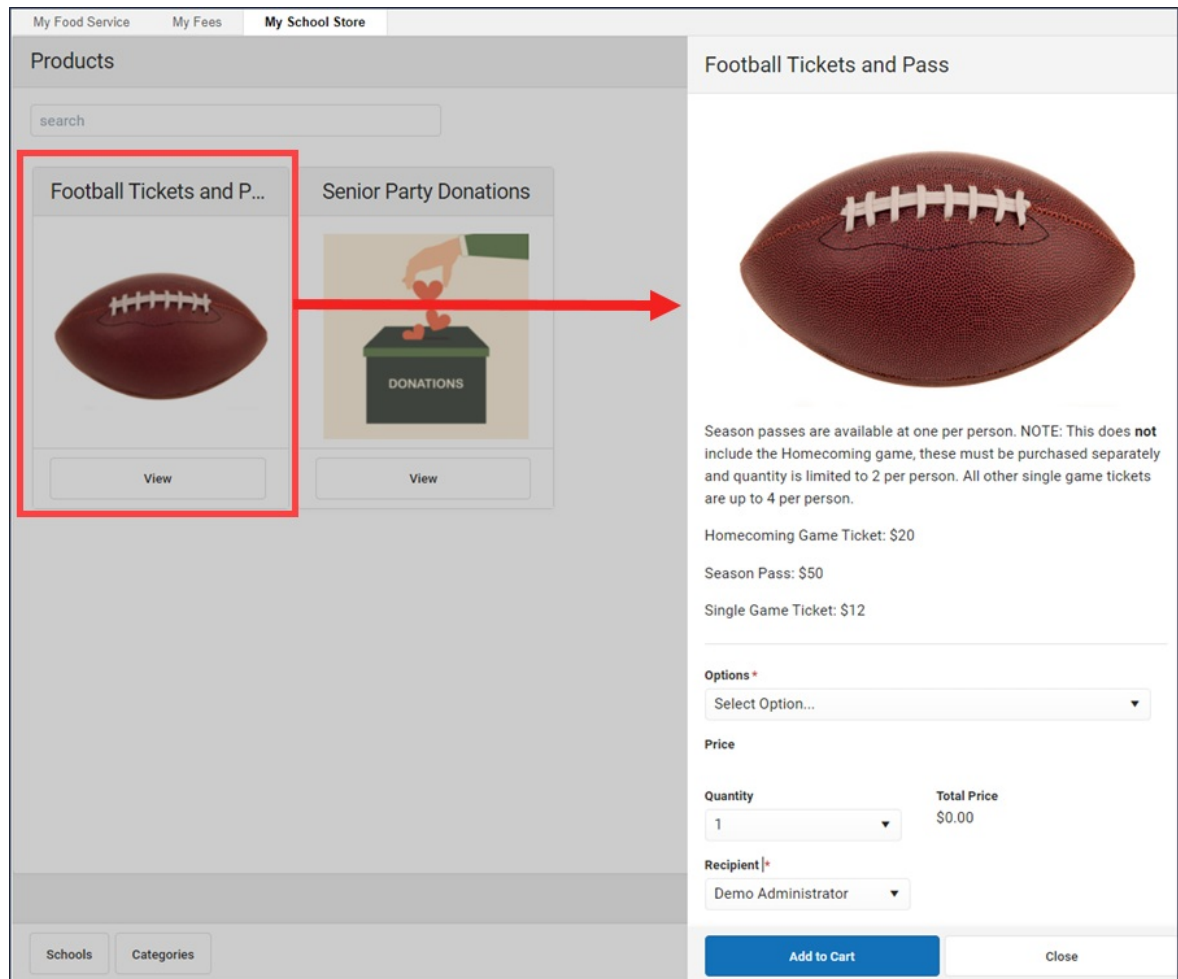
**This functionality is only available to districts who have purchased [Campus Payments](#).**

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.

