



Welcome to Loyola College Prep! We are so excited to have your family here.

This document will provide an overview of our My School Bucks System. We use My School Bucks (MSB) for cafeteria purchases as well as our School Store. So even if your student will not be purchasing items from our cafeteria, it is a good idea to set up a MSB account for future store purchases.

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Overview

Lunch

Our cafeteria offers a pre-ordered hot lunch option and carries a variety of snack options such as chips, candy bars and drinks. The hot lunch must be ordered the week before using the link that goes out daily in the morning Announcements. You can also find the Daily Announcements on our website. The deadline to order for the week is the Friday before at 2:00pm. Orders MUST be placed from the student's Loyola Google account for security purposes. Funds are not deducted from the lunch account immediately when you submit the order. Orders are processed daily to the student accounts. Students will never be denied food due to insufficient funds, however, their access to grades, transcripts and other important information will be locked if their balance is more than negative \$20.00. MSB can be set up for automatic alerts and you can also choose to set up automatic payments so your student will always have lunch money. Note: MSB does charge a fee to make payments online and that applies also to automatic payments. At this time, it is \$3.50 per transaction. Or you can also bring cash or check to the Anderson Building on campus and we will apply those funds to your student's account.

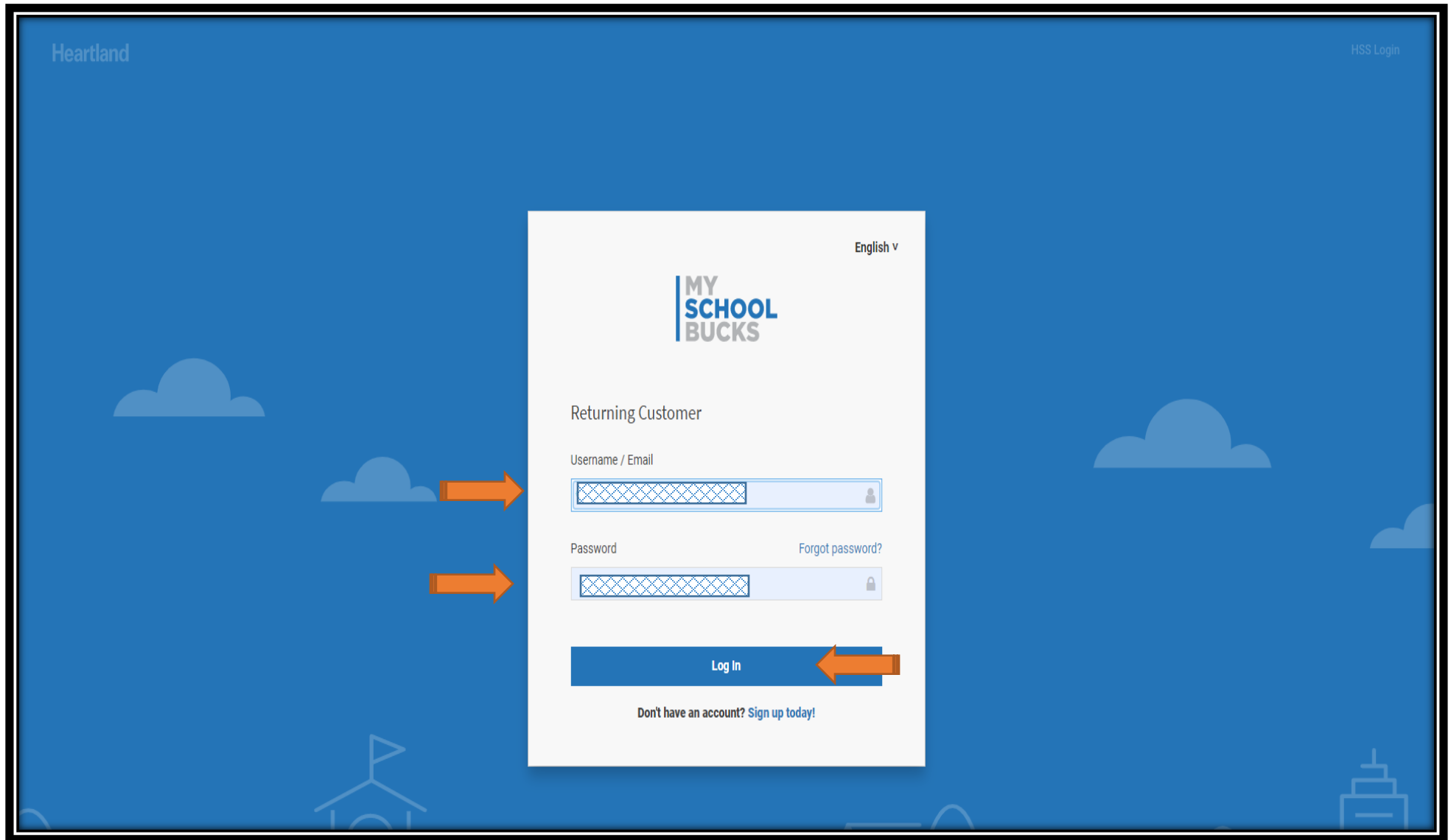
It is important to note that the funds added to your student's lunch account are only used for cafeteria purchases. Purchases from the MSB school store are done separately using a credit card or checking account at the time of the purchase.

School Store

The MSB store is used to pay for so many things at LCP: Club dues, team fees, dance tickets, parking passes, club fundraisers, t-shirts and so much more. Even if your student will not be purchasing items from our cafeteria, it is a good idea to set up a MSB account for future store purchases. You can save a payment method to your account that can be used to purchase items from the school store.

Adding Students to your MSB account - Computer

Go to www.myschoolbucks.com and log in or set up a new MSB (*My School Bucks*) account if you do not already have one. *Note: Loyola or your child's previous schools do not have access to your website log in and cannot provide password assistance.*

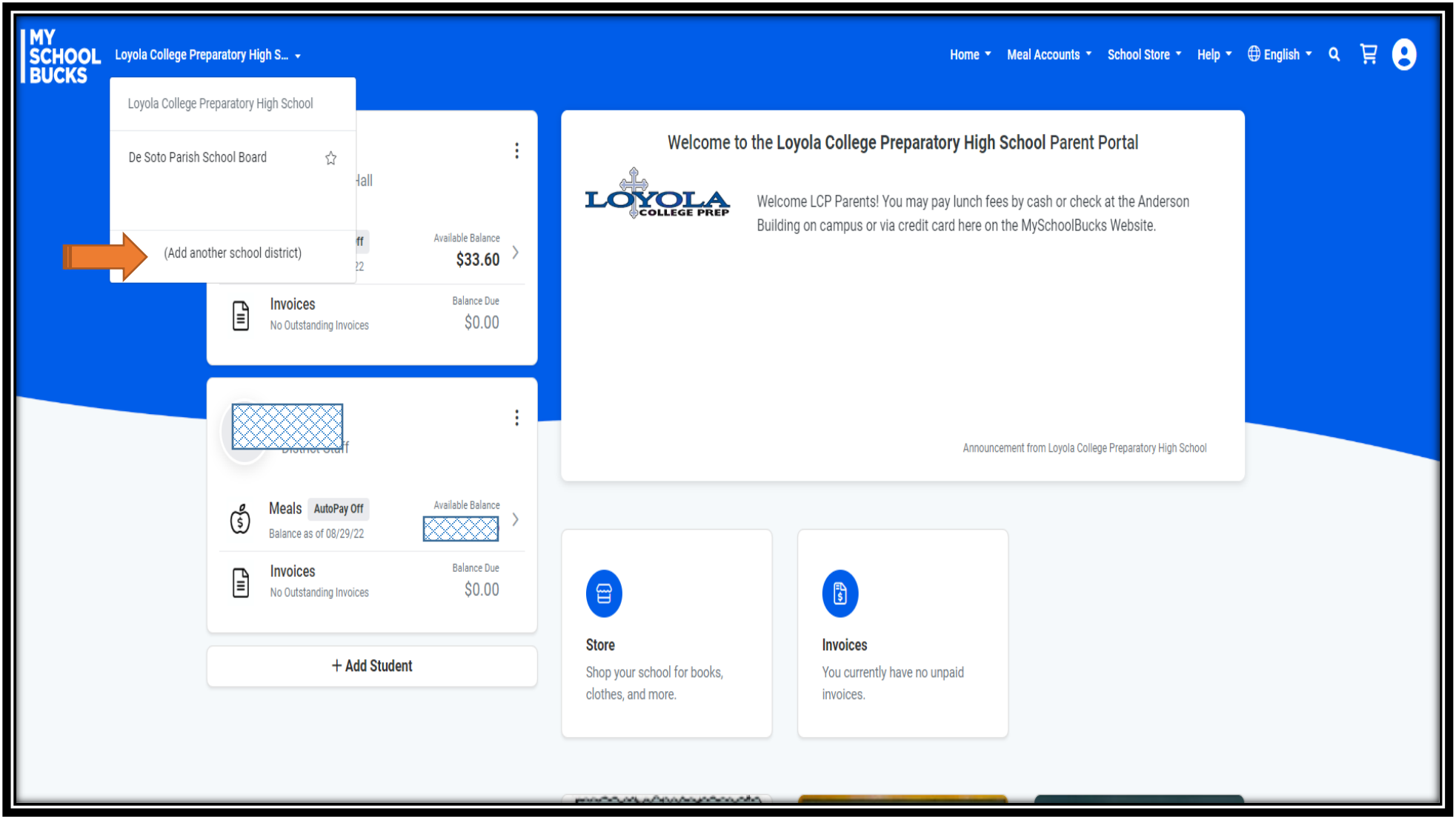


The screenshot shows the My School Bucks login interface. At the top left is the text "Heartland" and at the top right is "HSS Login". The main content area has a blue background with white clouds. A white login box is centered, featuring the "MY SCHOOL BUCKS" logo at the top. Below the logo, it says "Returning Customer". There are two input fields: "Username / Email" and "Password", both with orange arrows pointing to them from the left. To the right of the password field is a link "Forgot password?". Below the fields is a blue "Log In" button with an orange arrow pointing to it from the right. At the bottom of the box, it says "Don't have an account? [Sign up today!](#)".

Use existing login or click Sign up today to set up a MSB account.

Last Updated: 10/06/2025

If you have an existing account, any other schools your child or other children attend will be listed. You will have to add Loyola to your account if it is not listed.



Go to School District, click Add another school district

MY SCHOOL BUCKS

School District ▾Language ▾Help ▾NotificationsJessica

Home ▾Meal Accounts ▾

Add DistrictHOME > ADD DISTRICT

Add District

Search for your district by state or province

Louisiana

Loyola College Preparatory High School

☒ Make this my primary district

Cancel

Add District

Heartland

A *Global Payments* Company

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About MySchoolBucks

Our Story

Contact Us

Help

Accessibility

Privacy Policy

Terms of Service

Quick Links

Home

My User Profile

My Students

Mobile Apps

Download on the App Store

GET IT ON Google Play

Get Social

f

Select State as Louisiana, Select District as Loyola College Preparatory High School. Click Add District

Last Updated: 10/06/2025

The screen will redirect to the main page. Click Add Student.

MY SCHOOL BUCKS Loyola College Preparatory High S... ▾

Home ▾ Meal Accounts ▾ School Store ▾ Help ▾ English ▾ 🔍 🛒 👤 1

Welcome to the Loyola College Preparatory High School Parent Portal

LOYOLA COLLEGE PREP

Welcome LCP Parents! You may pay lunch fees by cash or check at the Anderson Building on campus or via credit card here on the MySchoolBucks Website.

Announcement from Loyola College Preparatory High School

No students on file. Select 'Add Student' to add a new student to your account.

+ Add Student

DEBIT CARD FOR KIDS
Get 3 months on us
Sign up using code **MSB3** to get your first 3 months of Greenlight, on us.
Get started

Store
Shop your school for books, clothes, and more.

Invoices
You currently have no unpaid invoices.

Click on School District if needed, select Loyola as School.

MY SCHOOL BUCKS

Loyola College Preparatory High S...

HomeMeal AccountsSchool StoreHelpEnglish

HOME > ADD STUDENT

Add Student

To add a student to your account please enter their name and identifying information.

Loyola College Preparatory High School

- Select School -

Note: If your child attends school in a different school district please use the district selector at the top of the page to switch.

First Name

Last Name

One of the following is required to validate your student

Birthdate (mm/dd/yyyy)

- or -

Student #

Don't have your child's student ID?

CancelFind Student

Select School as St. Vincent's Hall. Locate Student using name and Date of Birth OR Student #. Student # is on the profile of the Student in the Blackbaud School Portal or can be obtained from the school. Click Find Student.

myschoolbucks.com/ver2/household/autoaddstudents?clientKey=ZZHNN9OEJC04EEM&origin=parentportal

Apps | Inbox | Quick | Drive | NXT | FACTS | BBKB | BBMS | Phone | eCatholic | Bancorp | NP.com | WP | MSB | LCP | LHSAA | Square | Mascot Media | GoFan | GoFan HQ | Graduway | Canva | All Bookmarks

MY SCHOOL BUCKS Loyola College Preparatory High S... Admin Tools Home Meal Accounts School Store Help English

HOME > ADD STUDENT

Found student

[Redacted Name]

St. Vincent s Hall



Back Add student

Heartland
A Global Payments Company

Our Story
Contact Us
Help
Accessibility
Privacy Notice
Terms of Service
Cookies Settings

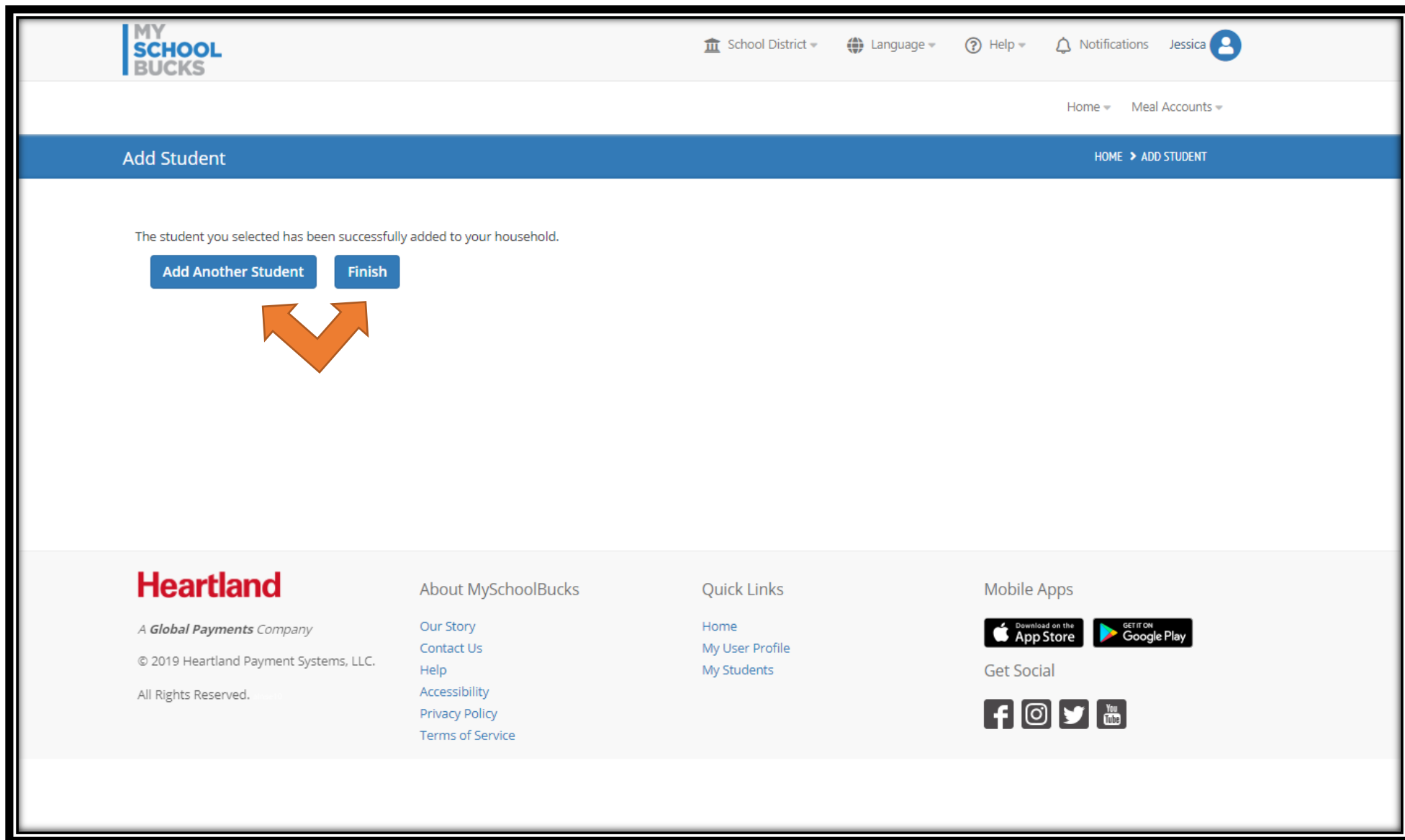
Home
Admin Dashboard
Developer Resources
My User Profile
My Students

Download Our Mobile App
Download on the App Store
GET IT ON Google Play

Connect With Us
f i y



Set desired notification for the student and Click Add Student



Add any additional students or click Finish when done.

Your students will now show under Loyola College Preparatory High School and their current balance will be shown. Note: Any balances remaining with other schools, including other Catholic schools, *cannot* be transferred to Loyola. You will have to contact that school to have a refund issued to you.

Last Updated: 10/06/2025

Setting up AutoPay - Computer

The screenshot displays the Loyola College Preparatory High School Parent Portal. The top navigation bar includes links for Home, Meal Accounts, School Store, Help, and language options. The main content area features a welcome message, a list of students with meal and invoice details, and a sidebar menu. An orange arrow points to the 'AutoPay Settings' option in the sidebar menu.

MY SCHOOL BUCKS Loyola College Preparatory High S...

Home Meal Accounts School Store Help English

Welcome to the Loyola College Preparatory High School Parent Portal

Welcome LCP Parents! You may pay lunch fees by cash or check at the Anderson Building on campus or via credit card here on the MySchoolBucks Website.

Announcement from Loyola College Preparatory High School

Meals AutoPay Off Available Balance

Balance as of 09/01/22

Invoices No Outstanding Invoices Balance Due \$0.00

Meals AutoPay Off Available Balance

Balance as of 08/29/22

Invoices No Outstanding Invoices Balance Due \$0.00

+ Add Student

Store Shop your school for books, clothes, and more.

Invoices You currently have no unpaid invoices.

AutoPay Settings

Notifications

My User Profile

My Students

My Order History

My Billing Accounts

Email History

User Log

Log Out

Get started

Click the Person Icon in the upper right corner of the screen and click AutoPay Settings

Confirm AutoPay Settings

Please review your settings and click **Complete Setup** to confirm.

Payment Schedule: Every week starting on 09/01/2022

Bill To: Visa ending in

STUDENT	PAYMENT AMOUNT
	\$20.00
Program fee of \$2.75 will be added to payment amount	
	N/A
AutoPay is disabled for this student	

By clicking "Complete Setup", you agree to our [Terms of Service](#).

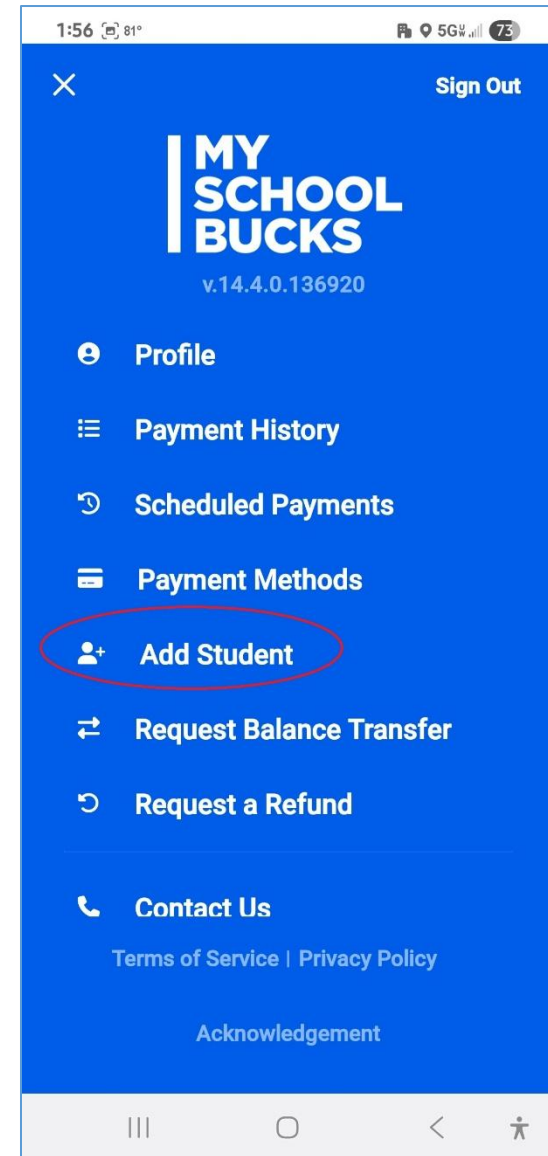
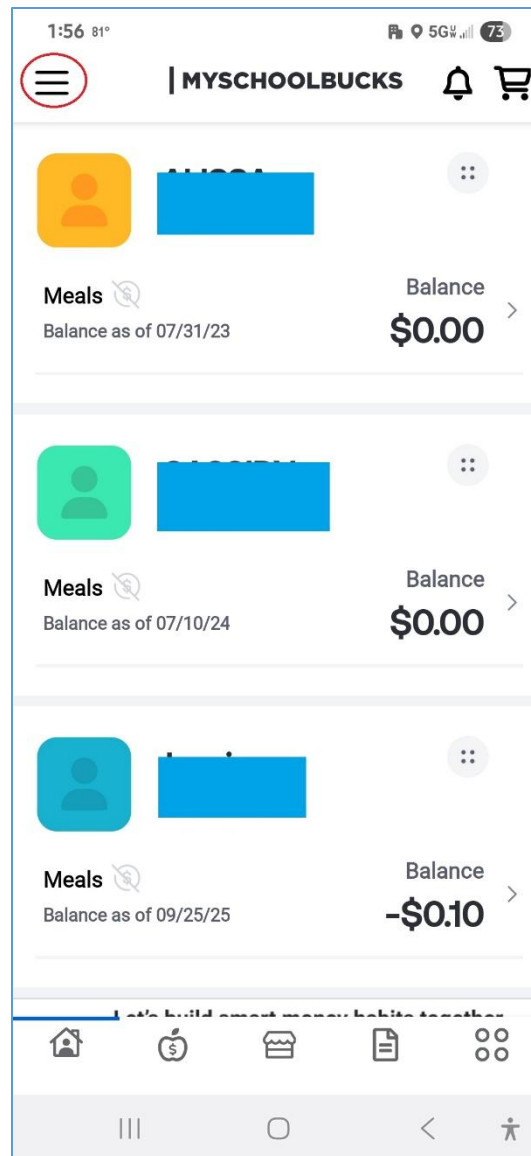
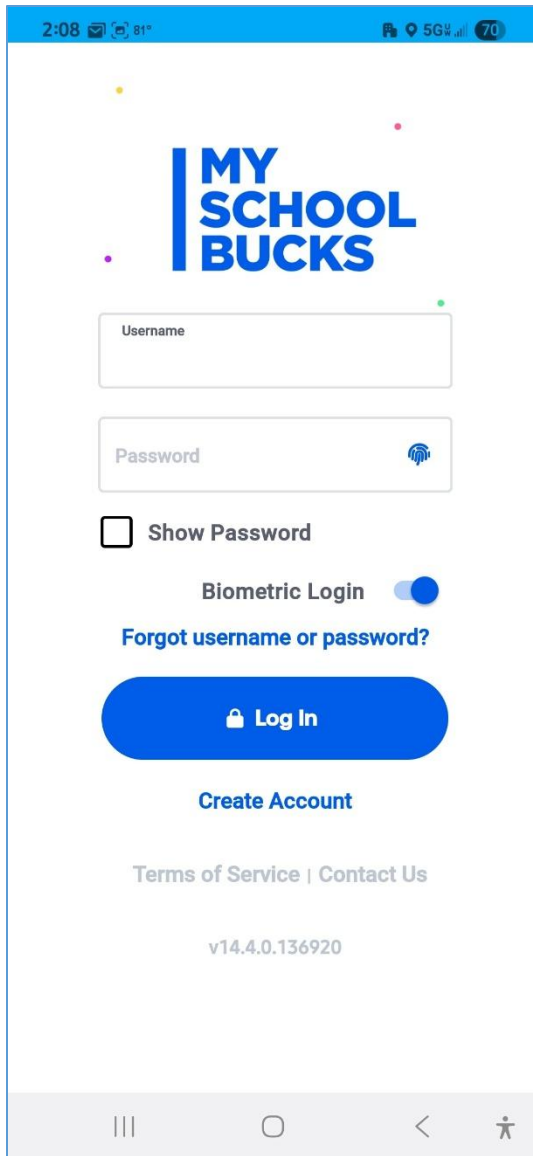
Cancel Back Complete Setup

Verify all the information is correct and click Complete Setup if all is good. Click Back if you need to make changes.

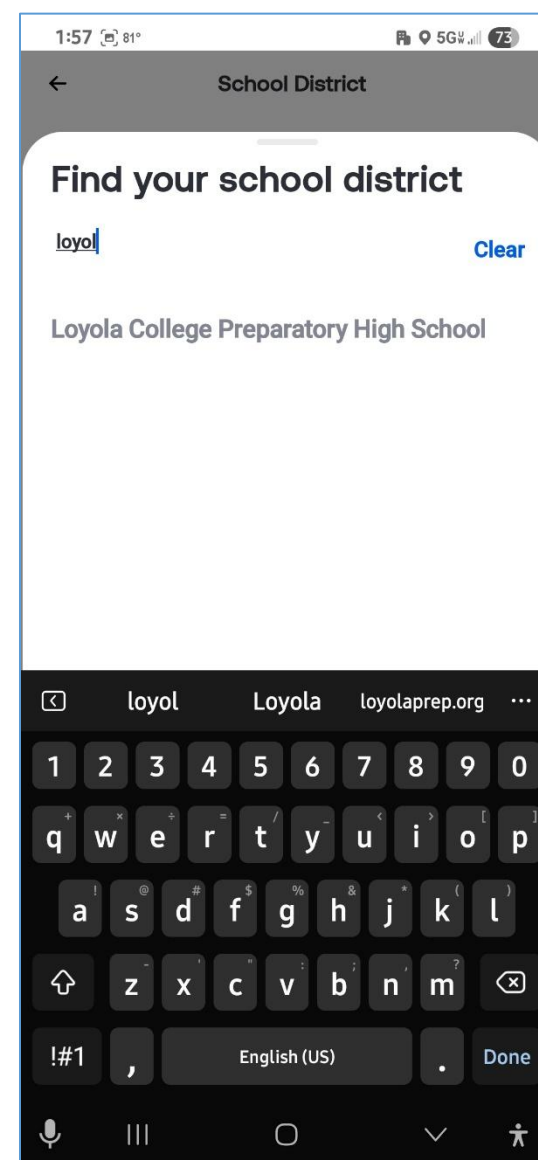
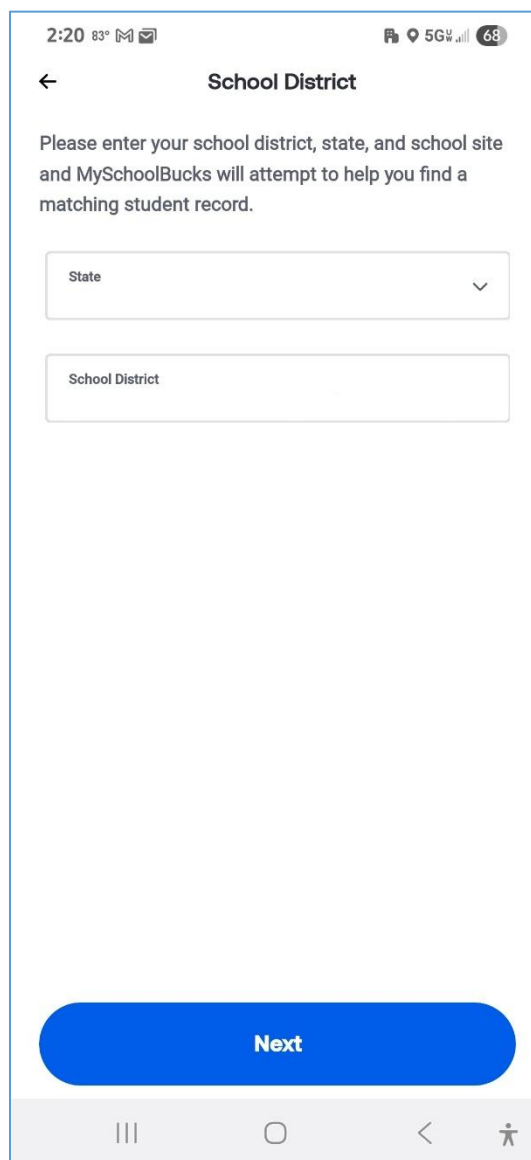
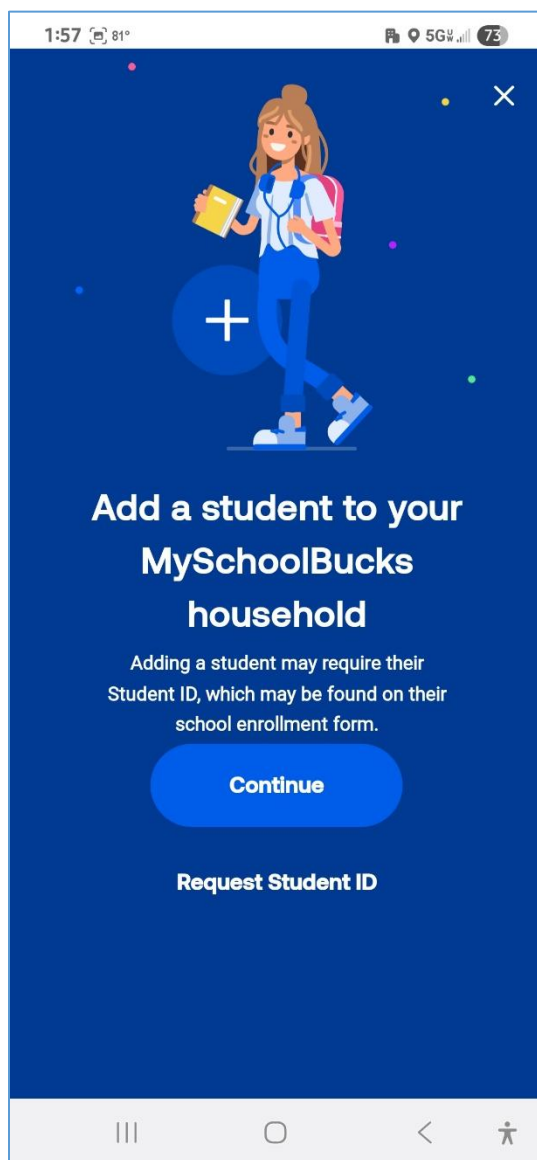
Adding Students to your MSB account - Mobile

Download the My School Bucks app and log in or set up a new MSB (*My School Bucks*) account if you do not already have one. *Note: Loyola or your child's previous schools do not have access to your website log in and cannot provide password assistance.*

Once logged in, tap the 3 lines in the upper left corner, then tap on Add Student.



On the next screen, tap Continue (Student ID is not necessary to add your student.) On the School District screen, select Louisiana as the state in the dropdown. For the School District, tap in the box and begin typing Loyola. You will select Loyola College Preparatory High School as the district. Tap Next.



On the Add a Student screen, tap Select School. The 2 options for school under Loyola is St. Vincent's Hall (Student) or District Staff (Faculty) so begin typing with ST and the options will appear. Tap the selection for St. Vincent's Hall. Enter your student's first name, last name and date of birth (if you do not have student ID). Then tap Next.

1:57 81° 5G 72

← MySchoolBucks ×

2 of 3

Add a Student

Please enter your school district, state, and school site and MySchoolBucks will attempt to help you find a matching student record.

 **Loyola College Preparatory High School**
Louisiana 

 **Select School** >

 **Selected Student Info**

Add Student

1:57 81° 5G 72

← MySchoolBucks ×

Find your school

st Clear

District Staff

St. Vincent s Hall

st still stop ...

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵

!#1 , English (US) . Done

1:58 81° 5G 72

← Student Info ×

Please fill in the fields below. If no matching student record is found, please check to make sure you've entered your student's information exactly as shown on their school documentation.

Student First Name

Student Last Name

Student ID Number ?

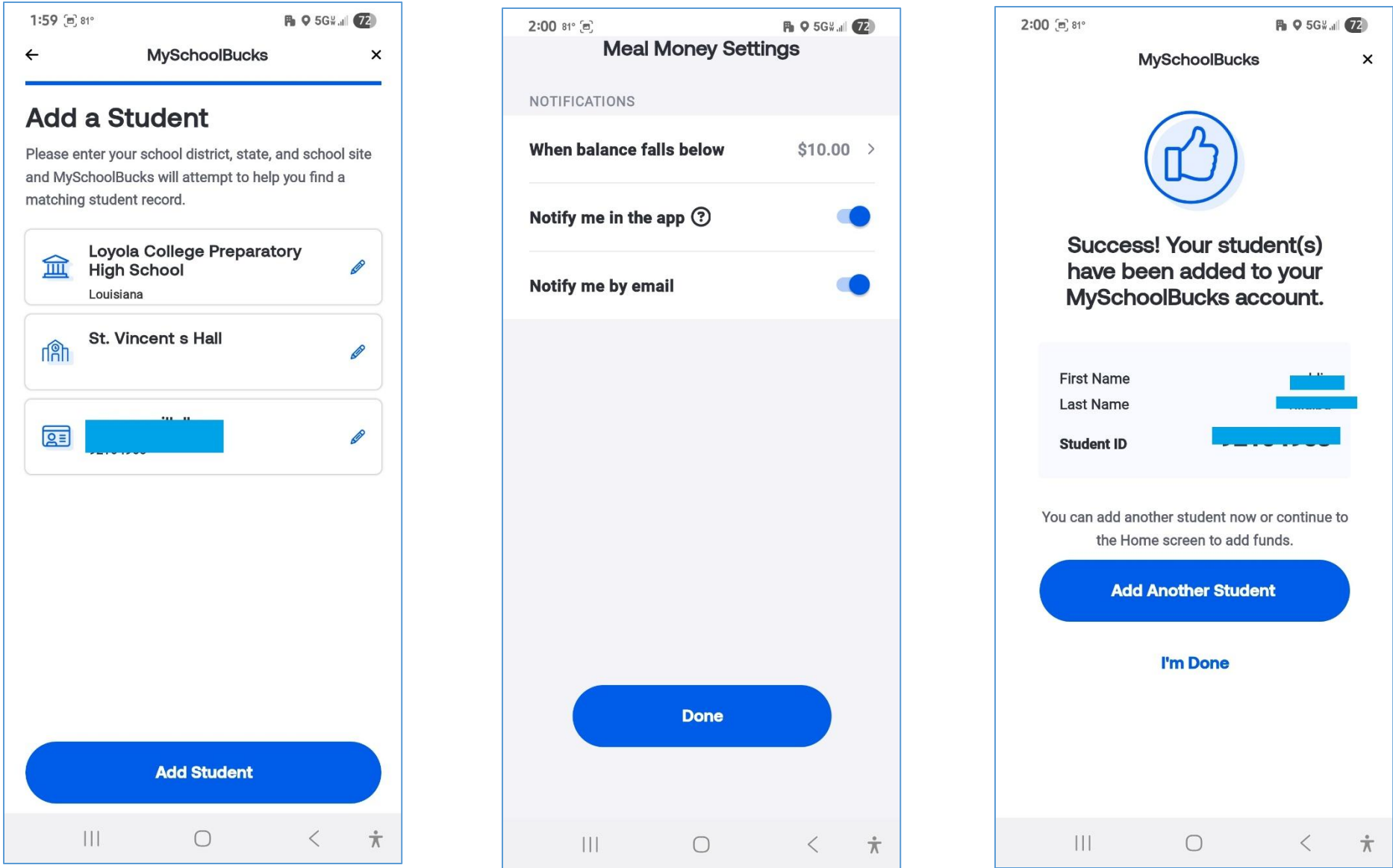
Or

Student Date of Birth

Next

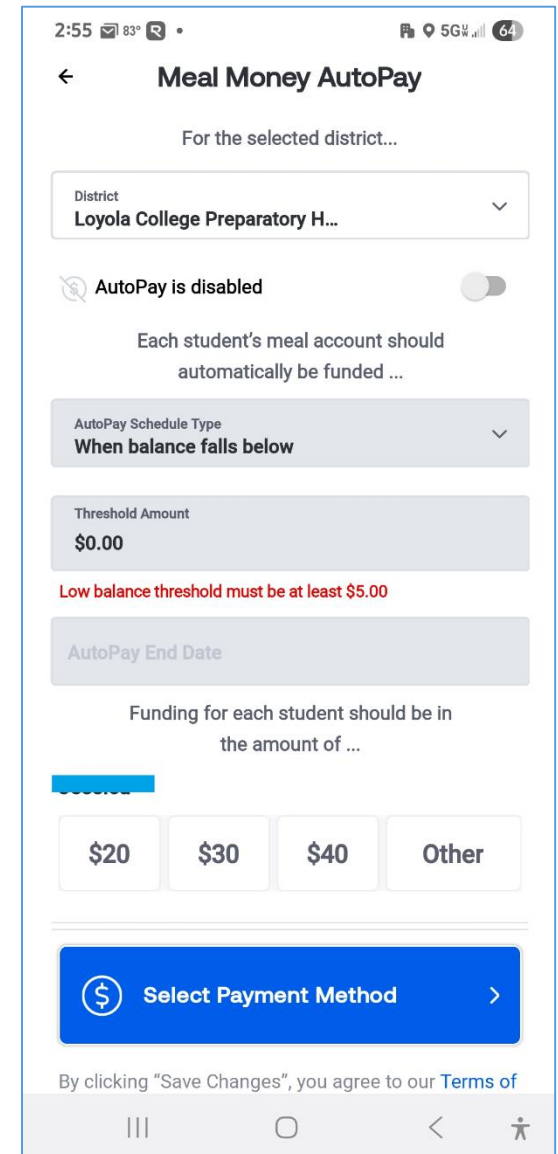
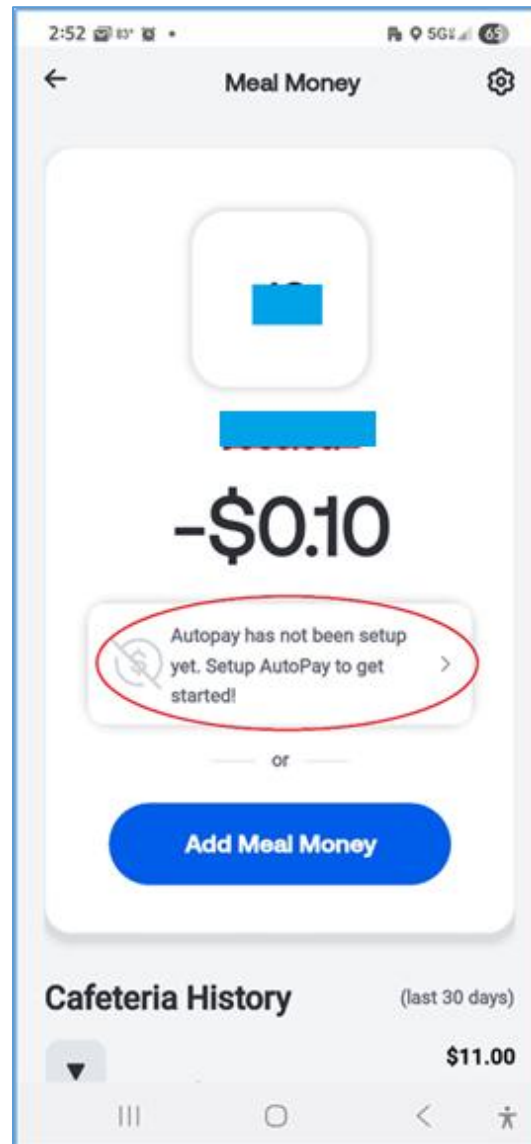
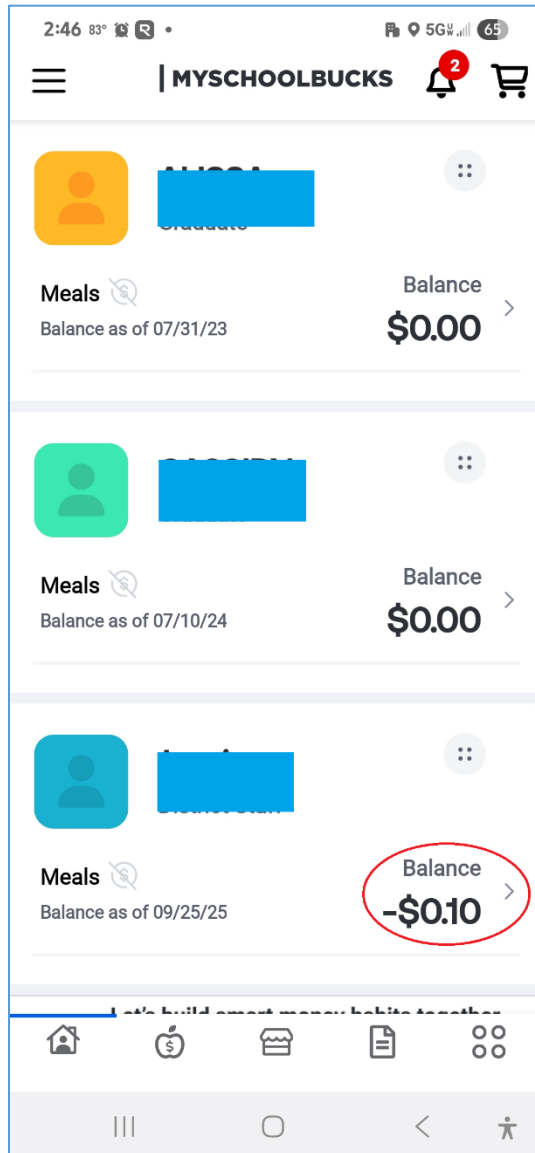
You will return to the Add a Student screen and you will tap Add Student. If the student was added successfully, you will be taken to the Meal Money Setting Screen. If not, you will get an error message. If you have an error message, double check the spelling of the names and the date of birth or student ID. If all is correct, contact the school to verify the student’s information is properly recorded in the lunch system.

On the Meal Money Settings screen, set up any notifications you want for the student’s lunch balance and tap Done. You will get a Success screen and can add any additional students.



Setting up AutoPay – Mobile

To set up Auto Pay for a student, tap on the Balance for the student you wish to work with. Tap Autopay has not been setup button. Toggle the AutoPay is disabled button to On.



Select if you want the autopay to trigger on a recurring basis (set amount at set times i.e. weekly, monthly etc.) or when the balance falls below a set amount. Tap each section that needs adjusting based on your selection. Then select the amount you would like to add to the account balance. Then tap Select payment method. You can use an existing checking account or credit card or add a new payment method.

