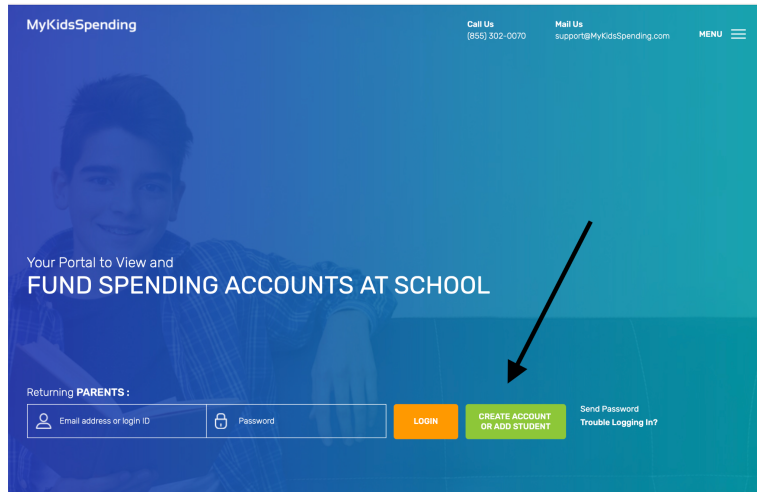




Creating a MyKidsSpending Account (for New Families)

1. Visit www.mykidsspending.com
2. Click the green "CREATE ACCOUNT OR ADD STUDENT" button.



3. Complete the form as shown below. Your student's Student ID is in the email or can be obtained by emailing spsinhlp@sandiaprep.org. For "School," enter Sandia. **IMPORTANT: If you need to add an additional student, you must complete registration for the first student FIRST. You will then follow the directions on the next page to add an additional student.**

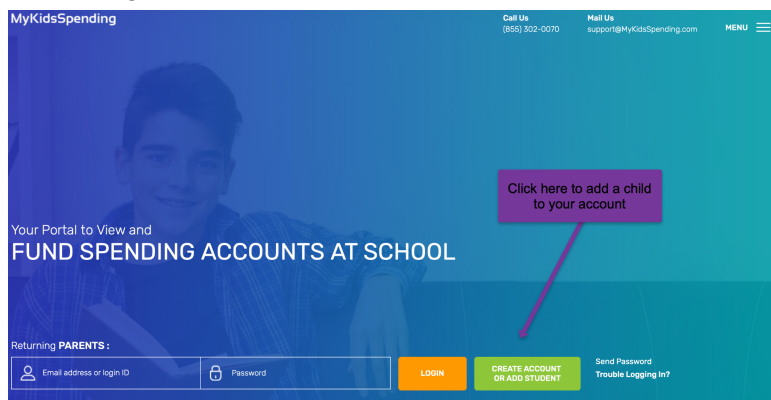
A screenshot of the "CREATE YOUR ACCOUNT" registration form. It has two columns of input fields. The left column contains: "Email address", "Parent last name", "School", and "Student first name". The right column contains: "Parent first name", "Parent phone number", "Student ID", and "Student last name". Below the "School" field, there is a text box containing the word "Sandia" with an arrow pointing to the "School" field. At the bottom, there are three buttons: "ADD ANOTHER STUDENT" (blue), "CANCEL REGISTRATION" (red), and "COMPLETE REGISTRATION" (green). An arrow points to the "COMPLETE REGISTRATION" button.

4. Click "COMPLETE REGISTRATION." Please check your email for a message from MyKidsSpending, asking you to complete the registration process. **YOU MUST COMPLETE THE VERIFICATION PROCESS.**
5. After completing the registration process, you can return to www.mykidsspending.com and log in with your new credentials. At this point, you can add funds to your student's account.

Adding Additional Student(s) to a MyKidsSpending Account

Additional children can only be added if you have an established MyKidsSpending account.

1. Visit www.mykidsspending.com. **DO NOT LOG INTO YOUR ACCOUNT AT THIS POINT.**
2. Click the green “CREATE ACCOUNT OR ADD STUDENT” button.



3. Complete the form as shown below. Your student’s Student ID is in the email or can be obtained by emailing spsithelp@sandiaprep.org. For “School,” enter Sandia.

CREATE YOUR ACCOUNT

Email address	Parent first name
Parent last name	Parent phone number
School	Student ID
Student first name	Student last name

↓

ADD ANOTHER STUDENT **CANCEL REGISTRATION** **COMPLETE REGISTRATION**

4. Click “ADD ANOTHER STUDENT”
 - a. The form will clear and a message will indicate that the additional student has been registered.
 - b. Close the browser window.
 - c. You may receive an email from MyKidsSpending, no action needs to be taken.
5. After completing the registration process, you can return to www.mykidsspending.com and log in with your new credentials. Your student(s) may not immediately appear and may take up to 24 hours. When your student(s) are listed you can add funds to your student(s) account(s).

Questions? Please contact the SummerPrep IT HelpDesk at spsithelp@sandiaprep.org.