

Registering for School Cash Online



STEP 1

Already set up an account during bus registration?

Skip directly to step 6 and sign into your account and continue to follow these step-by-step instructions.

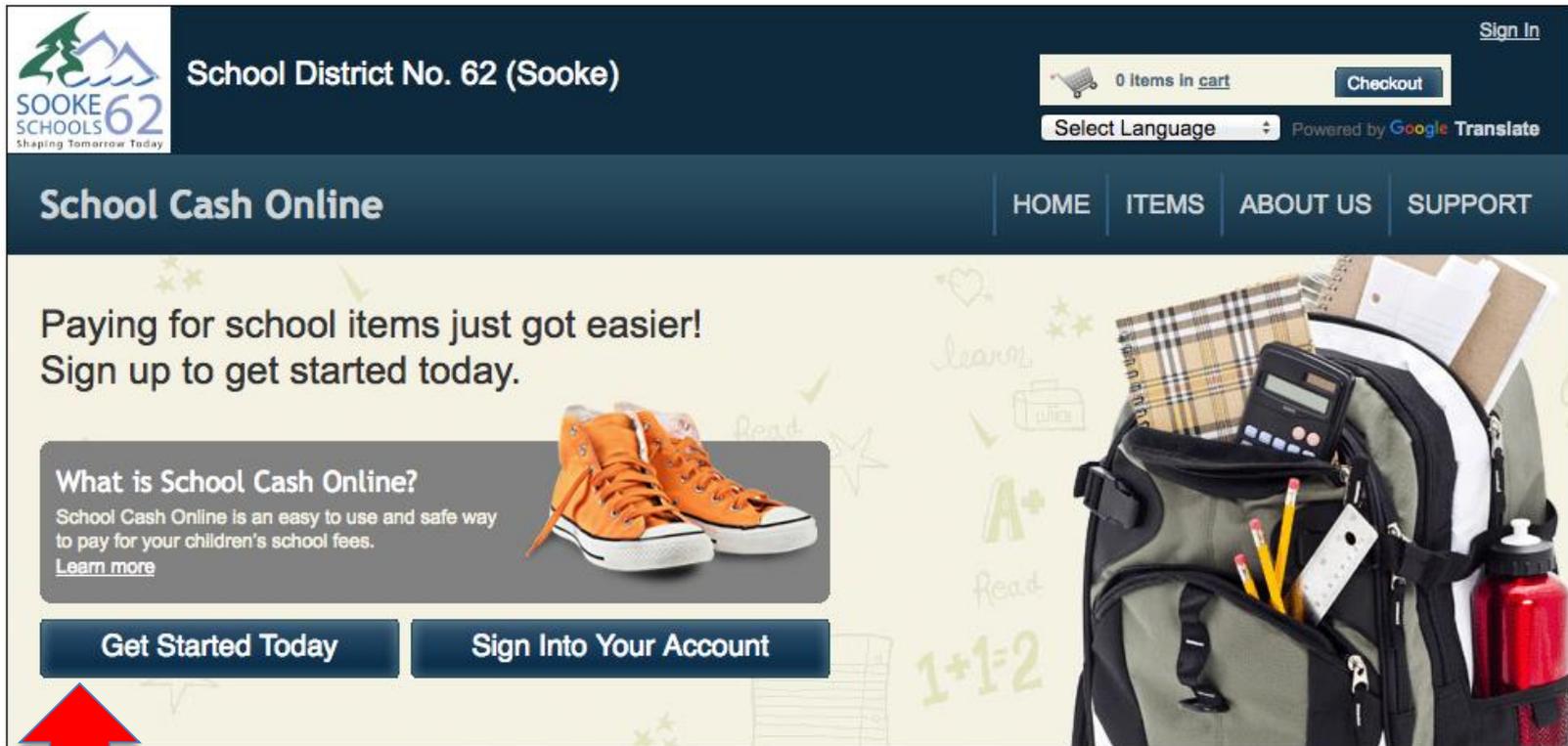
Why give consent to use School Cash Online?

To make it easier for parents to pay online for school fees from text books to lunches!

Please note:

The system is designed to extract some of your student's personal information contained in MyEdBC (Ministry school database), with School Cash Online. This information will be shared through a secured FTP (file transfer protocol) site (similar to online banking) and will only be used for the purpose of student fees and online payments.

Step 1: Visit School Cash Online: <https://sd62.schoolcashionline.com/>



The screenshot shows the homepage of the School Cash Online website. At the top left is the logo for Sooke Schools 62, featuring a stylized tree and the text "SOOKE SCHOOLS 62 Shaping Tomorrow Today". To the right of the logo is the text "School District No. 62 (Sooke)". In the top right corner, there is a "Sign In" link, a shopping cart icon with "0 Items in cart", and a "Checkout" button. Below these is a "Select Language" dropdown menu and a "Powered by Google Translate" notice. A dark blue navigation bar contains the text "School Cash Online" and four menu items: "HOME", "ITEMS", "ABOUT US", and "SUPPORT". The main content area has a light green background with faint educational icons like a heart, a pencil, and the equation "1+1=2". The primary text reads "Paying for school items just got easier! Sign up to get started today." Below this is a grey box titled "What is School Cash Online?" with the text "School Cash Online is an easy to use and safe way to pay for your children's school fees." and a "Learn more" link. To the right of this box is an image of a pair of orange sneakers. At the bottom of the main content area are two dark blue buttons: "Get Started Today" and "Sign Into Your Account". A large red arrow points to the "Get Started Today" button.

Step 2: Click on “Get Started Today”

Step 3: Enter first and last name, click “Continue”

The screenshot shows the 'User Registration' page for School District No. 62 (Sooke). The page is part of a three-step process, with 'Step 3' currently active. The 'First Name' field is highlighted with a yellow border and contains a red asterisk, indicating it is a required field. The 'Last Name' field also has a red asterisk. A 'Continue' button is located at the bottom right of the registration form.

School District No. 62 (Sooke) [Sign In](#)

0 Items in [cart](#) [Checkout](#)

Select Language ⌵ Powered by [Google Translate](#)

School Cash Online

[HOME](#) | [ITEMS](#) | [ABOUT US](#) | [SUPPORT](#)

[Home](#) > [Registration](#) > [User Registration](#)

User Registration * field is required

Step 1Step 2Step 3Step 4

Please enter your personal information below (**student** information will be required at a later stage).

First Name *

Last Name *

[Continue](#)

Step 4: Fill out information required & click “continue”

User Registration

* field is required

Step 1	✓	Step 2	Step 3	
Phone #	<input type="text"/>			
Address Line 1	<input type="text"/>	*		
Address Line 2	<input type="text"/>			
City	<input type="text"/>	*		
Country	<input type="text" value="CANADA"/>	*		
Province	<input type="text" value="British Columbia"/>	*		
Postal Code	<input type="text"/>	*		
Email	<input type="text"/>	*		

Step 5: Complete information by entering a password & security question

School Cash Online | HOME | ITEMS | ABOUT US | SUPPORT

[Home](#) > [Registration](#) > [User Registration](#)

User Registration * field is required

Step 1 ✓ Step 2 ✓ Step 3

1  Password *

You must choose a password that is at least 8 characters in length, includes at least one upper case letter, one lower case letter, one number.

Confirm Password *

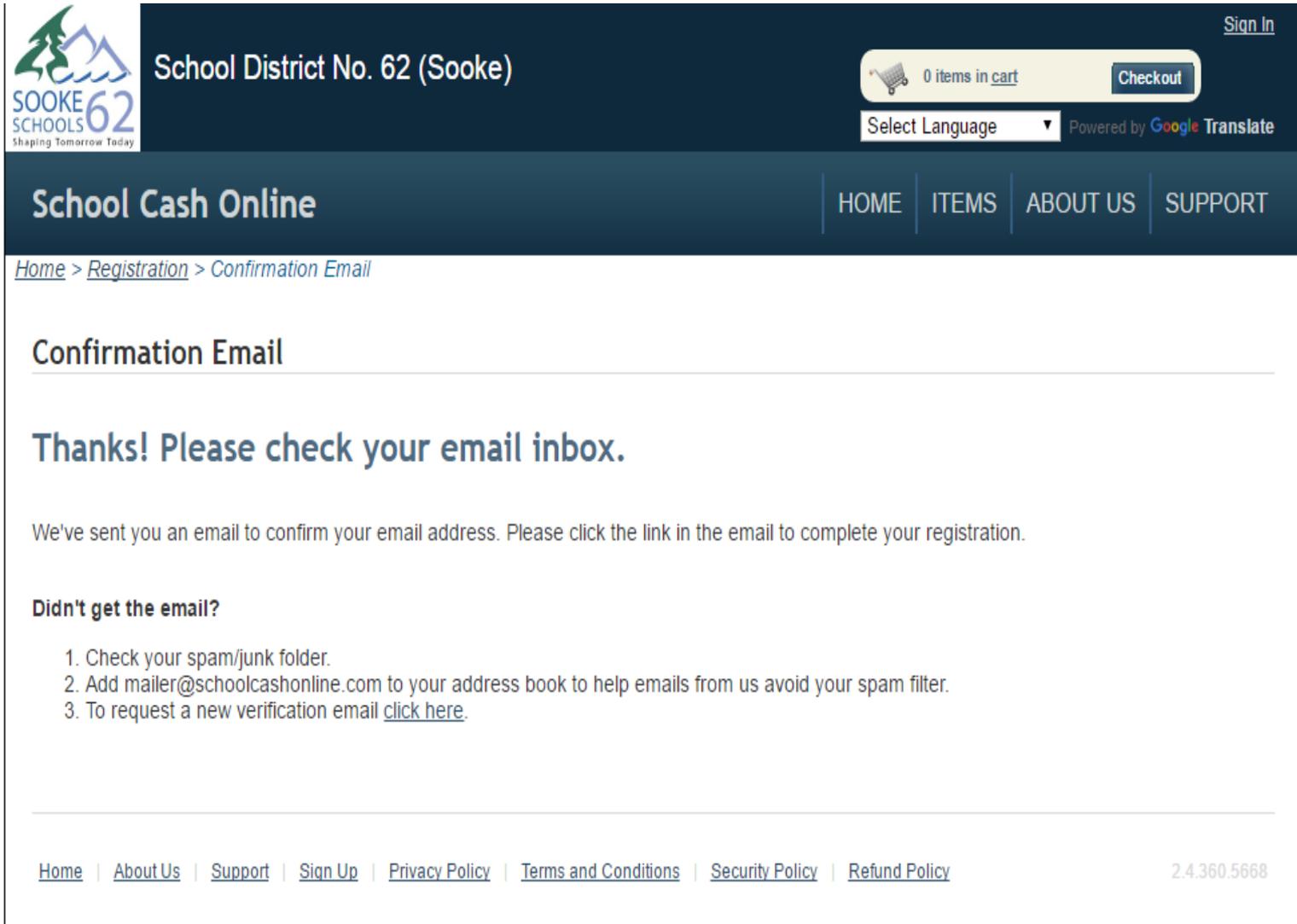
2  Security Question *

Security Question Answer *

I want to receive email notifications for new fees assigned to my student and updates on school-related activities.
 *

3 

Step 5: Check your email box and click on the link to activate your account. Please make sure to check your spam/junk folder too.



The screenshot shows the 'School Cash Online' website interface. At the top left is the logo for 'SOOKE SCHOOLS 62' with the tagline 'Shaping Tomorrow Today'. To the right of the logo is the text 'School District No. 62 (Sooke)'. In the top right corner, there is a 'Sign In' link, a shopping cart icon with '0 items in cart', and a 'Checkout' button. Below the cart is a language selection dropdown menu set to 'Select Language' and a 'Powered by Google Translate' notice. A dark blue navigation bar contains the text 'School Cash Online' and four menu items: 'HOME', 'ITEMS', 'ABOUT US', and 'SUPPORT'. Below the navigation bar is a breadcrumb trail: 'Home > Registration > Confirmation Email'. The main content area has a section header 'Confirmation Email' followed by a large blue heading 'Thanks! Please check your email inbox.' Below this is a paragraph: 'We've sent you an email to confirm your email address. Please click the link in the email to complete your registration.' A sub-section titled 'Didn't get the email?' contains a numbered list of three instructions: 1. Check your spam/junk folder. 2. Add mailer@schoolcashionline.com to your address book to help emails from us avoid your spam filter. 3. To request a new verification email [click here](#). At the bottom of the page is a footer with a series of links: 'Home | About Us | Support | Sign Up | Privacy Policy | Terms and Conditions | Security Policy | Refund Policy' and a phone number '2.4.360.5668' on the right.

SOOKE SCHOOLS 62
Shaping Tomorrow Today

School District No. 62 (Sooke)

Sign In

0 items in cart Checkout

Select Language Powered by Google Translate

School Cash Online

HOME ITEMS ABOUT US SUPPORT

Home > Registration > Confirmation Email

Confirmation Email

Thanks! Please check your email inbox.

We've sent you an email to confirm your email address. Please click the link in the email to complete your registration.

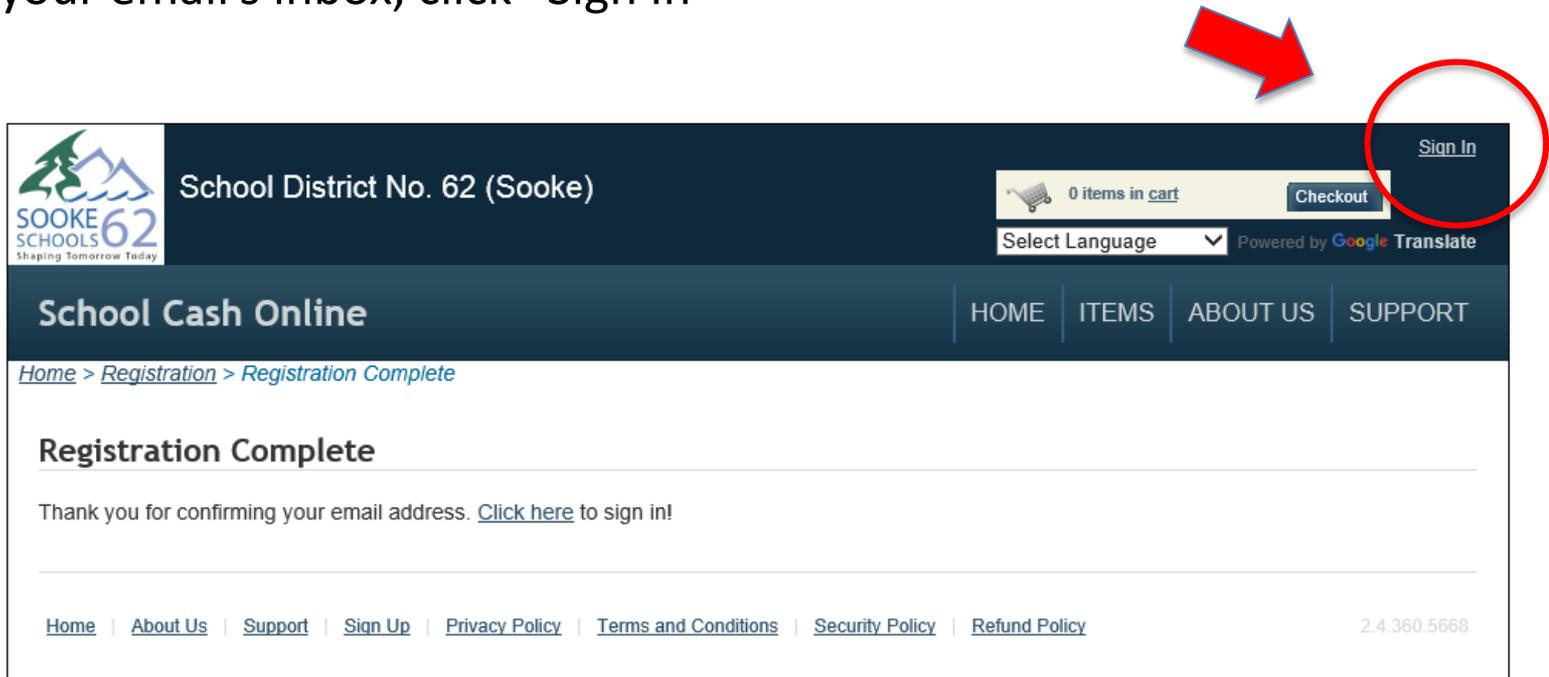
Didn't get the email?

1. Check your spam/junk folder.
2. Add mailer@schoolcashionline.com to your address book to help emails from us avoid your spam filter.
3. To request a new verification email [click here](#).

Home | About Us | Support | Sign Up | Privacy Policy | Terms and Conditions | Security Policy | Refund Policy

2.4.360.5668

Step 6: Once account has been created and you have confirmed it in your email's inbox, click "Sign In"



The screenshot shows the top navigation bar of the School District No. 62 (Sooke) website. The logo for Sooke Schools 62 is on the left. The main navigation menu includes 'HOME', 'ITEMS', 'ABOUT US', and 'SUPPORT'. A shopping cart icon shows '0 items in cart' with a 'Checkout' button. A language selection dropdown is set to 'Select Language', and the page is powered by Google Translate. The 'Sign In' link is circled in red, and a red arrow points to it from the text above. Below the navigation bar, the breadcrumb trail reads 'Home > Registration > Registration Complete'. The main content area displays 'Registration Complete' and a message: 'Thank you for confirming your email address. [Click here](#) to sign in!'. The footer contains links for 'Home', 'About Us', 'Support', 'Sign Up', 'Privacy Policy', 'Terms and Conditions', 'Security Policy', and 'Refund Policy', along with the phone number 2.4.360.5668.

Step 7: Enter your sign in information



School Cash Online

[Home](#) > [My Account](#) > [Add Student](#)

Add Student

* indicates a required field

1. Type in the School District name and select from the list

School District
 Change school...

2. Select a school

Select school...

3. Enter student information

Student Number *

Last Name *

Birth Date *
Date format: mm/dd/yyyy

[Confirm](#)

[I don't want to add a student](#)

If you find yourself at this page after confirming your email address, please ignore it and click on the Items button. Do not enter information on this page. **YOU WILL COMPLETE THIS PAGE IN STEP 2**

Step 8: Once you have signed in, click “Items” and select “SCHOOL CASH ONLINE CONSENT FORM”

School District No. 62 (Sooke)

0 Items in cart [Checkout](#)

Select Language [Powered by Google Translate](#)

School Cash Online [HOME](#) [ITEMS](#) [ABOUT US](#) [SUPPORT](#)

[Home](#) > [Items](#)

Items

[Search](#) [Add Student](#)

School District No. 62 (Sooke)

School	Item Name	Price	Due Date	
School District Office	INTERNATIONAL VANCOUVER DAY TRIP Oct 21 PAYMENT - 2016/2017 Vancouver Oct 21 trip payment *You must have already signed up on-line to pay. If you have problems... View Item	\$60.00	Oct 22/16	Available
School District Office	SCHOOL CASH ONLINE CONSENT FORM - 2016/2017 SCHOOL CASH ONLINE Consent Form View Item		Nov 30/16	Available

Can't find an item? Each school creates its own items for purchase and assigns them to its students. Once assigned, items will appear under the student's tab. If you can't find an item, the item may not be available for purchase, has expired, or is not assigned to your student.

Step 9: Enter information into each required area



Sooke Schools 62
Shaping Tomorrow Today

School District No. 62 (Sooke)

[Sign In](#)

0 Items in [cart](#) [Checkout](#)

Select Language [Powered by Google Translate](#)

School Cash Online

[HOME](#) [ITEMS](#) [ABOUT US](#) [SUPPORT](#)

[Home](#) > [Items](#) > [Items](#)

Fee Details

SCHOOL CASH ONLINE CONSENT FORM - 2016/2017

Amount Due:

School District No. 62 (Sooke)

SCHOOL CASH ONLINE Consent Form

Who are you purchasing this for?: [?](#) Myself

**School Cash
Online Consent
Form**



**SOOKE 62
SCHOOLS**
Shaping Tomorrow Today

Signature

YOUR SIGNATURE BELOW CONFIRMS:

- **THAT YOU HAVE READ THE ABOVE CONSENT IN IT'S ENTIRETY AND YOU ARE IN AGREEMENT WITH ALL DETAILS CONTAINED HEREIN**
- **THAT YOU GIVE YOUR CONSENT FOR SD62 TO SHARE YOUR STUDENT'S PERSONAL INFORMATION FOR STUDENT FEE MANAGEMENT**

Parent/Guardian Signature:*

[\[clear\]](#)

Date/Time*

Oct	21	2016	
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After you have filled out the form, hold down mouse cursor to sign your name.

Click and hold your mouse button down to enter your signature.

Choose 'clear' to start again.

Once you have completed the form, click *Add To Cart*

Add To Cart

Once you have completed, signed and added the form to “cart”, you will receive an email confirmation letting you know that your registration is complete.

- *If you do not receive an email confirmation:*

Email: schoolcasheschool@sd62.bc.ca

STEP 2 – Attach Students

Step 1: Visit School Cash Online: <https://sd62.schoolcashionline.com/>

School District No. 62 (Sooke)

0 Items in cart **Checkout**

Select Language Powered by Google Translate

School Cash Online HOME ITEMS ABOUT US SUPPORT

Paying for school items just got easier!
Sign up to get started today.

What is School Cash Online?
School Cash Online is an easy to use and safe way to pay for your children's school fees.
[Learn more](#)

Get Started Today **Sign Into Your Account**

Step 2: Sign into your Account

Step 2: Go to My Account tab and attach students

Sign Out

0 Items in cart Checkout

Select Language Powered by Google Translate

School District No. 62 (Sooke)

School Cash Online

Home Items Payment History My Account

Home > My Account > Add Student

Add Student

* indicates a required field

1. Type in the School Board name and select one from the list

School District No. 62 (Sooke)

Change school board name.

2. Select a school

Select school...

3. Enter student information

Student Number *

Last Name *

Birth Date *
Date format: mm/dd/yyyy

Confirm [I don't want to add a student](#)

1. Select school
2. Add student PEN number
Add student last name
3. Add Date of Birth
4. Click confirm

****PEN number can be found on student report card**
Contact schoolcashschool@sd62.bc.ca for assistance

Success!

To access your students account:

1. Click on the Items tab
2. You will now see a list of tabs with all your students' names
3. You can choose one student or 'show all items'

School Cash Online

Home | **Items** | Payment History | My Account

Home > Items

Items

Add Student

Bryson | School District No. 62 (Sooke) | Show All Items

Can't find an item? Each school creates its own items for purchase and assigns them to its students. Once assigned, items will appear under the student's tab. If you can't find an item, the item may not be available for purchase, has expired, or is not assigned to your student.

Home | [About Us](#) | [Support](#) | [Privacy Policy](#) | [Terms and Conditions](#) | [Security Policy](#) | [Refund Policy](#)

2.4.435.5861

For questions on *school fees available for online payment* please contact your school office staff.