

# 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.

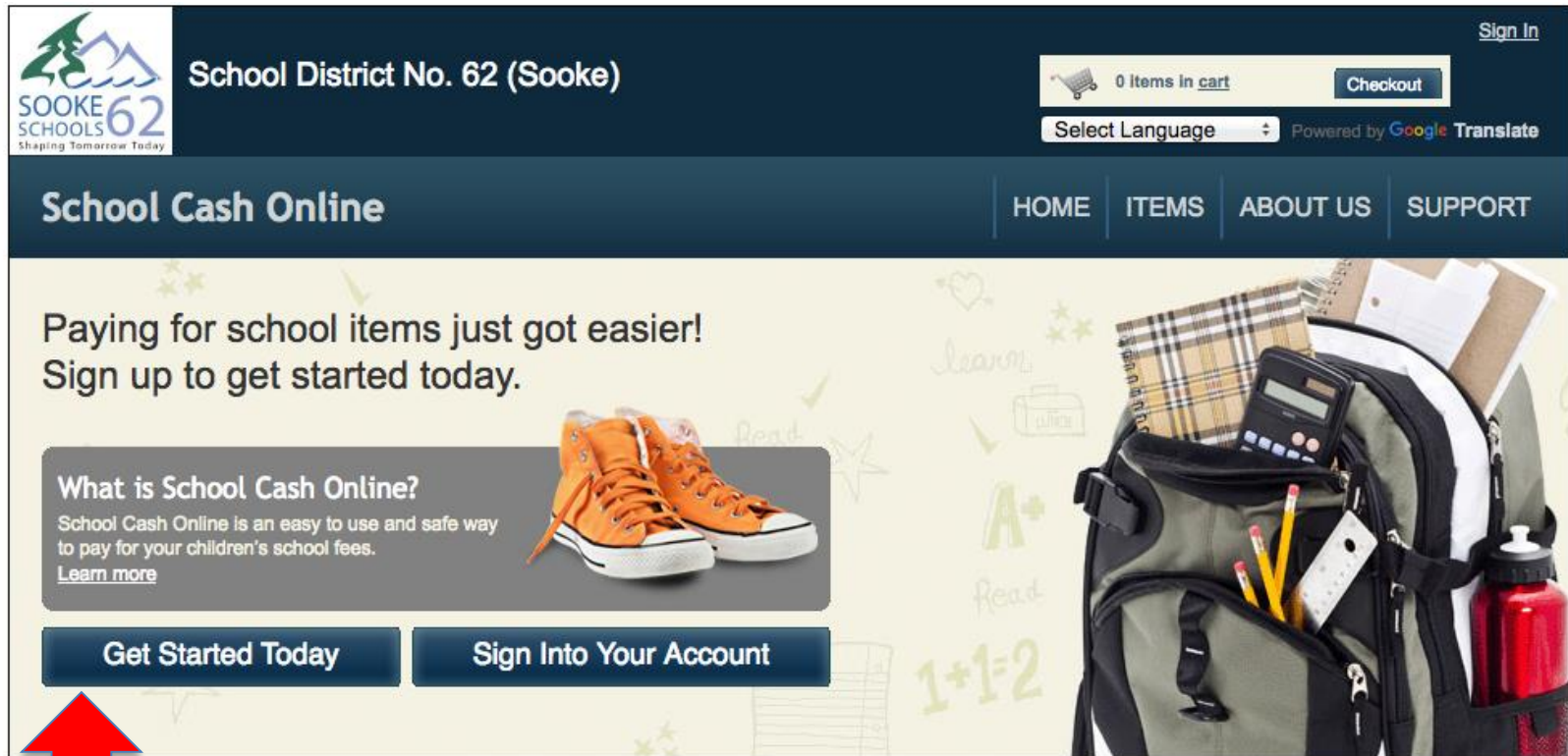
## ***Why give consent to use School Cash Online?***

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/>



**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


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: Click on “Get Started Today”

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

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[Sign In](#)

**School Cash Online**

HOMEITEMSABOUT USSUPPORT

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

### User Registration

\* field is required

Step 1Step 2Step 3

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  \*

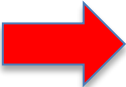
2 

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.



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School District No. 62 (Sooke)

0 items in [cart](#)

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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?

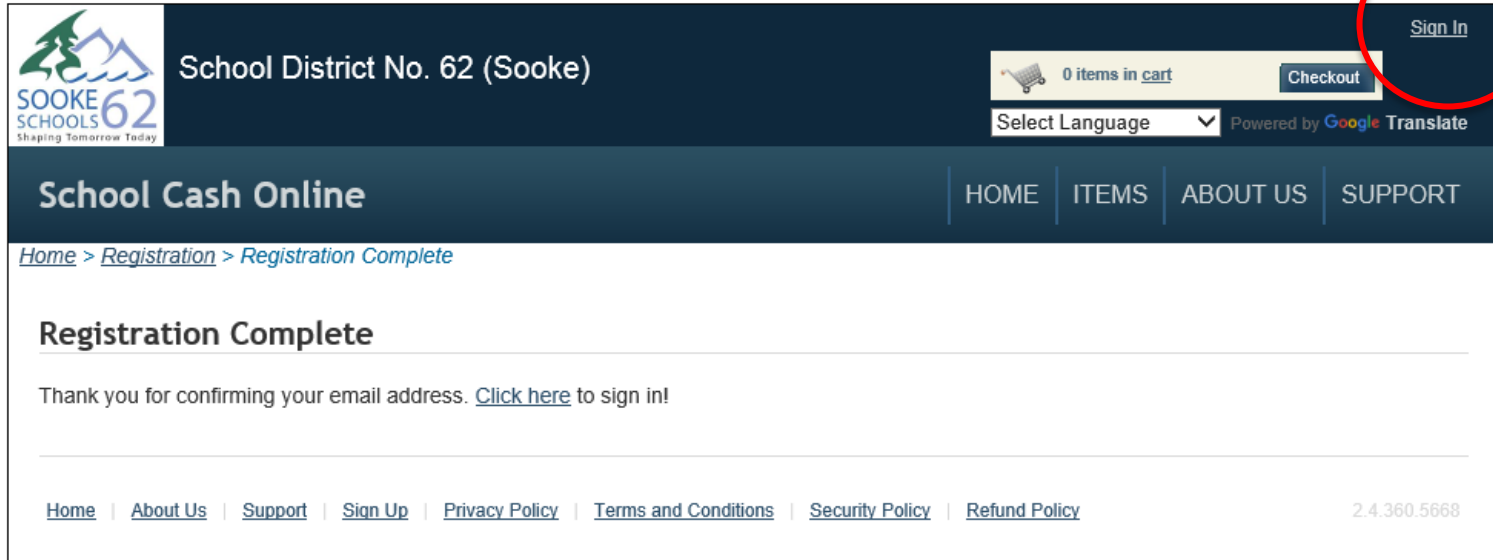
1. Check your spam/junk folder.
2. Add [mailer@schoolcashonline.com](mailto:mailer@schoolcashonline.com) to your address book to help emails from us avoid your spam filter.
3. To request a new verification email [click here](#).

[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 'School Cash Online' interface for School District No. 62 (Sooke). The header includes the district logo, name, and a 'Sign In' link circled in red with a red arrow pointing to it. Below the header is a navigation bar with links for HOME, ITEMS, ABOUT US, and SUPPORT. 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 a list of links: 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.

School District No. 62 (Sooke)

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

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

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

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

**Registration Complete**

Thank you for confirming your email address. [Click here](#) to sign in!

[Home](#) | [About Us](#) | [Support](#) | [Sign Up](#) | [Privacy Policy](#) | [Terms and Conditions](#) | [Security Policy](#) | [Refund Policy](#) 2.4.360.5668

Step 7: Enter your sign in information



School District No. 62 (Sooke)

[Sign Out](#)



0 items in [cart](#)

[Checkout](#)

Select Language

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## 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 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

MM/DD/YYYY


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

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School Cash Online

HOMEITEMSABOUT USSUPPORT

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

Items

Search


Add Student

School District No. 62 (Sooke)

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

**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](#)


### Fee Details

**SCHOOL CASH ONLINE CONSENT FORM - 2016/2017**


Amount Due: **\$0.00**

*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:\*

Date/Time\*

Oct 21 2016 



[\[clear\]](#)

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

*Choose 'clear' to start again.*

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

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: [schoolcashschool@sd62.bc.ca](mailto:schoolcashschool@sd62.bc.ca)

# STEP 2 – Attach Students

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

**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


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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

 School District No. 62 (Sooke) 0 items in cart [Checkout](#) [Sign Out](#)  
[Select Language](#) Powered by Google Translate

### 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



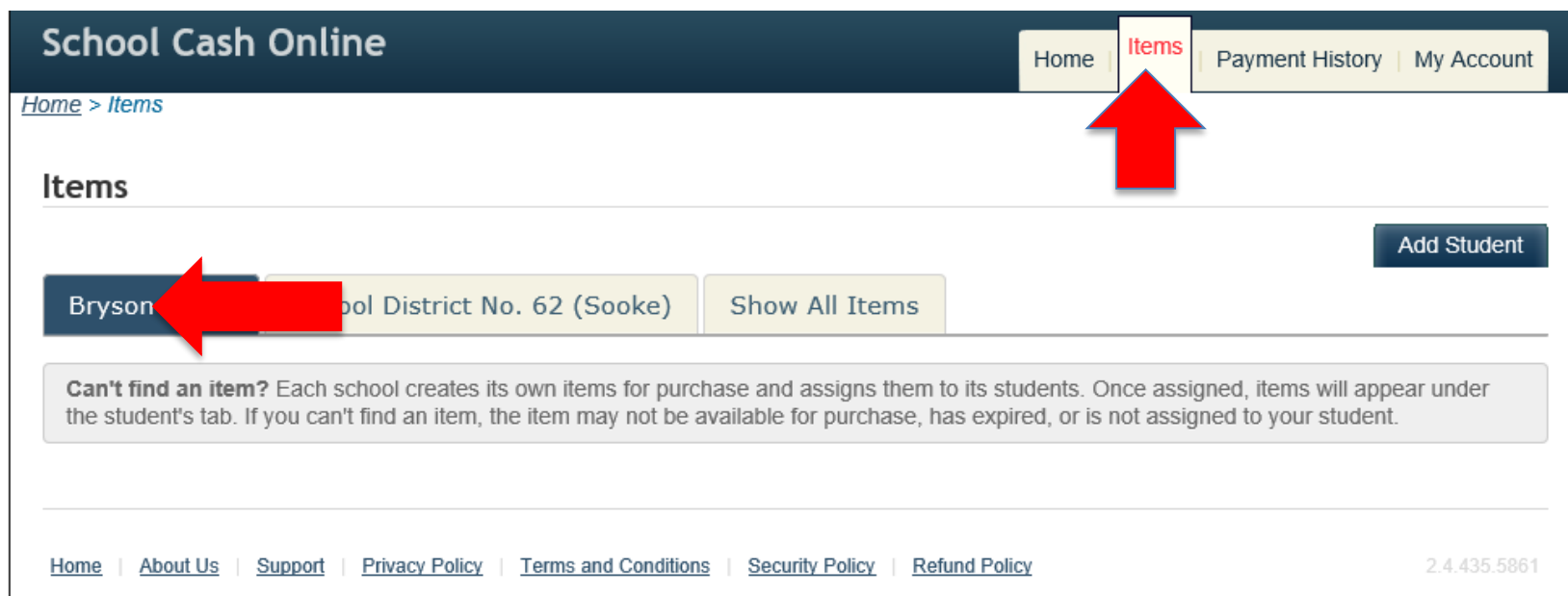
**\*\*PEN number can be found on student report card**  
**Contact [schoolcasheschool@sd62.bc.ca](mailto:schoolcasheschool@sd62.bc.ca) for assistance**



# 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'



The screenshot displays the 'School Cash Online' web application. At the top, a dark blue header contains the site name and navigation links: 'Home', 'Items' (highlighted with a red arrow), 'Payment History', and 'My Account'. Below the header, a breadcrumb trail shows 'Home > Items'. The main content area is titled 'Items' and features a list of student tabs. The first tab, 'Bryson', is highlighted with a red arrow. Other tabs include 'School District No. 62 (Sooke)' and 'Show All Items'. An 'Add Student' button is located on the right. A grey informational box states: '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.' The footer contains a row of links: 'Home', 'About Us', 'Support', 'Privacy Policy', 'Terms and Conditions', 'Security Policy', and 'Refund Policy', along with the contact number '2.4.435.5861'.

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