

SchoolCashOnline

This information has been customized for the following student.

Student Name:	Grade:
Homeroom:	Student #:
School:	HDSB # from report card or ask office staff

Halton District School Board is replacing *Cashless Schools* with *School Cash Online* for the 2017-18 school year. We wish to thank the parents who have been supporting *Cashless Schools*. As a Board, we remain committed to safety and efficiency by reducing the amount of cash & cheques coming into our schools.

Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding payment for upcoming events involving your child(ren).



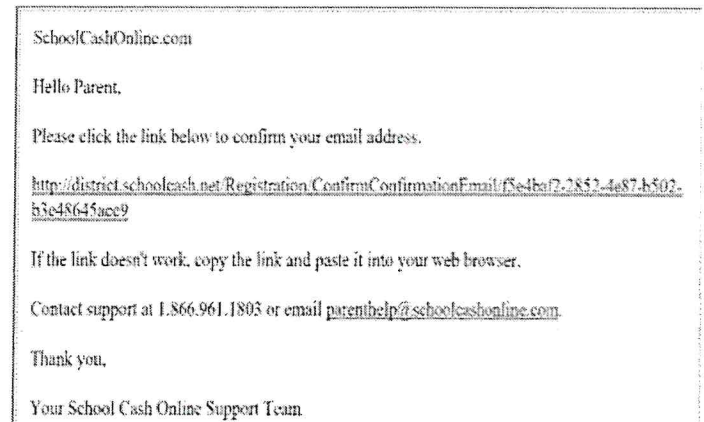
Some of the added benefits parents/guardians will enjoy by using School Cash Online include:

- ✓ Ability to pay by credit cards, including Visa, Mastercard and Visa Debit
- ✓ Receive reminder emails, so you never miss a payment due date
- ✓ See only items available to purchase online that are applicable to your student(s)
- ✓ One-time registration - students will automatically be moved between schools within the Board
- ✓ Uses Google Translate in over 100 languages to assist you when making purchases
- ✓ Make an online donation and receive your tax receipt by email (donations \$20 and over)
- ✓ Parent Help Desk Support available 24x7

If you require assistance, select the **SUPPORT** option in the top right hand corner of the screen.

Step 1: Parent/Guardian Registration

- a) To register, please go to the *School Cash Online* home page <https://hdsb.schoolcashonline.com/> and select the **"Get Started Today"** option.
- b) Complete each of the three Registration Steps
 - * For Security Reasons your password, requires **8 characters, one uppercase letter, one lowercase letter and a number.**



After selecting your password, check the box to “Yes” to consent to receive email notifications for new fees associated with your student and updates on school-related activities.

Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and *School Cash Online* account. The confirmation link will open the *School Cash Online* site prompting you to sign into your account. Use your email address and password just created with your account.

Step 3: Add Student

This step will connect your child(ren) to your account.

- a) Verify the School Board Name.
- b) Select the School Name from the dropdown list.
- c) Enter Your Child's Student Number, Last Name (as shown below) and Birth Date.
- d) Select **Confirm**.
- e) On the next page confirm student information, check in the Agree box and select your relationship to the child. Select **Continue**.
- f) Your child has been added to your account.

Add Student

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

Halton District School Board
 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

Please use the Last Name and Student Number exactly as shown below to complete the “Add Student” process. Make sure you include punctuation, blank spaces and zero's as shown below.

Student Number:

Last Name:

Step 4: Add Another Student

If you have more children, select “**Add Another Student**” and repeat the steps above. Up to eight children can be added to one parent/guardian account.

If there is more than one parent/guardian who will be paying fees on behalf of your student(s), please share this registration information. A student may be added to up to five parent/guardian accounts.

Questions? Please contact the School Cash Online Parent Help Desk

Telephone (toll-free) : 1-866-961-1803
 Email: parenthelp@schoolcashonline.com