

## School Cash Online

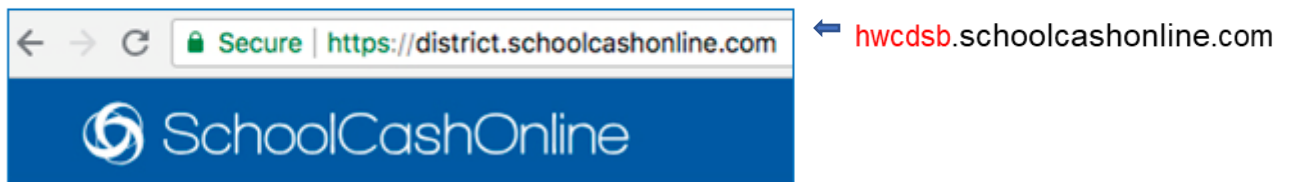


PLEASE FOLLOW THE STEP BY STEP  
INSTRUCTIONS FOR REGISTERING FOR  
SCHOOL CASH ONLINE FOUND ON THE  
FOLLOWING PAGES

# Getting started with School Cash Online

## How to register for School Cash Online (desktop)


1. Go to the URL for your district's School Cash Online site.





2. Click the **Register** option.



You'll be redirected to the User Registration page



Grove School District



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

## User Registration

### Create Your Profile

First Name

Last Name

3. Fill in the **User Registration** form.

### User Registration

#### Create Your Profile

First Name	<input type="text" value="Jane"/>	✓
Last Name	<input type="text" value="Doe"/>	✓
Email	<input type="text" value="janedoe@domainname.com"/>	✓
Password	<input type="password" value="••••••••"/> <small>Password strength: <b>Good</b></small>	✓
<small>Your password must contain at least 8 characters, one upper case letter, one lower case letter, and one number.</small>		
Confirm Password	<input type="password" value="••••••••"/>	✓
Security Question	<input type="text" value="In what city or town was your first job?"/>	✓
Security Answer	<input type="text" value="Atlantis"/>	✓
Do you want to receive email notifications for new fees assigned to your student and updates on school-related activities?	<input type="text" value="yes"/>	✓

You can withdraw consent to receive email notifications from KEV group any time by logging in School Cash Online and going to 'My Account settings' located in the top right side of the page and clicking on 'Manage Email Notifications' to remove your consent


**Tip:** Your password must contain at least 8 characters, one upper case letter, one lower case letter, and one number.

**Note:** A red **x** indicates that there is an error with the information entered. Edit all fields that do not have a blue and white check-mark on the right-hand side.

4. Select **Continue**.

Confirm Password	<input type="password" value="••••••••"/>	✓
Security Question	<input type="text" value="In what city or town was your first job?"/>	
Security Answer	<input type="text" value="Atlantis"/>	✓
Do you want to receive email notifications for new fees assigned to your student and updates on school-related activities?	<input type="text" value="yes"/>	✓

You can withdraw consent to receive email notifications from KEV group any time by logging in School Cash Online and going to 'My Account Settings' located in the top right side of the page and clicking on 'Manage Email Notifications' to remove your consent



**Continue**

You'll be redirected to the Confirmation Email page.

**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](mailto: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](#).

The Next Step is to add a student to your account. Please follow these steps for that process.

1. Go to the URL for your district's School Cash Online site.



[hwcdsb.schoolcashionline.com](https://hwcdsb.schoolcashionline.com)

2. Click the **Sign In** option.



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](#)

**Register** **Sign In**

The banner features a pair of orange sneakers with a green arrow pointing to the 'Sign In' button. The background is light green with faint checkmarks and stars.

You'll be redirected to the Sign In page.

### Sign In

Email

Password   
[Forgot your password?](#)

Remember me?

**Sign In**

**3. Enter your login information and select **Sign In**.**

### Sign In

Email

Password   
[Forgot your password?](#)

Remember me?

**Sign In**

**4. Navigate to the **Add Student** page.**


**Option 1:**

If you do not have any students added to your account, then you will be automatically directed to the Add Student page.

### Add Student

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

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

2. Select School Name from the list 


Select school... ▼

3. Enter student information

Student Number   
 I don't have the student number.

First Name  \*

Last Name  \*

Birth Date   \*  
Date format: mm/dd/yyyy

**Confirm**

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

## Option 2:

To attach a student to your account when you already have one or more students attached:

- a) select the **My Account** tab
- b) select **My Students** from the drop-down
- c) scroll to the bottom of your student list and select **Add another student**

### My Students

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**County Public Schools**


**Kenmore AATest** [Pay Items](#) | [Remove](#)  
*Other*  
Elementary School

**KevTech**

**Audrianna Aldrich** [Pay Items](#) | [Remove](#)  
*Other*  
School 10

**The School District**

**Adi Get** [Pay Items](#) | [Remove](#)  
*Other*

  
[Add another student](#)

[Back](#)

Click on “add another student”

5. To edit the School Board name displayed in step 1, select the checkbox next to the **Type in the School Board name and select one from the list** checkbox.

**Add Student**

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

↓ School District

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

A dialog box will appear.

**Add Student** \* indicates a required field

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

\_\_\_\_\_

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

6. Type the name of your student's School Board into the dialogue box until the name appears in the drop-down menu. Then select the correct School Board name from the drop-down.

**Add Student**

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

→ SC|

- Abbotsford School District
- Algoma District School Board
- Algonquin Lakeshore Catholic District School Board
- Anglophone East School District
- Anglophone South School District
- Anglophone West School District
- Austin Independent School District
- Avon Maitland District School Board
- Bluewater District School Board
- Brampton Christian School
- Bruce-Grey Catholic District School Board

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

Hogwarts School Board

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



7. Select the name of the student's school from the School Name drop-down.

2. Select School Name from the list

Select school... ▼

Select school...

Abbots

Abbots

Abbots

Abbots

Abbots

Aberd

Alex

Asia:

Asia:

Auguston

Bakerview

Barrowtown

Bluejay

Bradner

Centennial

Chief

Clay

Clearl

Collee

The school name will be listed in the School Name dialogue box.

2. Select School Name from the list

Yale Secondary School ▼

8. Enter the student's information.

The **Enter student information** field varies depending upon the School Board that your student attends. The field may appear as any of the following:

3. Enter student information

Student Number

I don't have the student number.

First Name

Last Name

Birth Date

Date format: mm/dd/yyyy

Or

3. Enter student information

Student Number

Last Name

Birth Date

Date format: mm/dd/yyyy

Or

3. Enter student information

Student Number

Last Name

**Tips:**

- The Enter student information fields are character and case sensitive. The student's information must be entered accurately, without any spaces or extra characters.
- Dependent upon the school district selected in step 1, the user may be required to enter a student number. If you need to confirm your student's student number, please contact the student's school.
- When a student number is not required by the district, select the I don't have the student number checkbox.

If you are having any problems registering for school cash online please contact the school when we return in September.  
Thank you