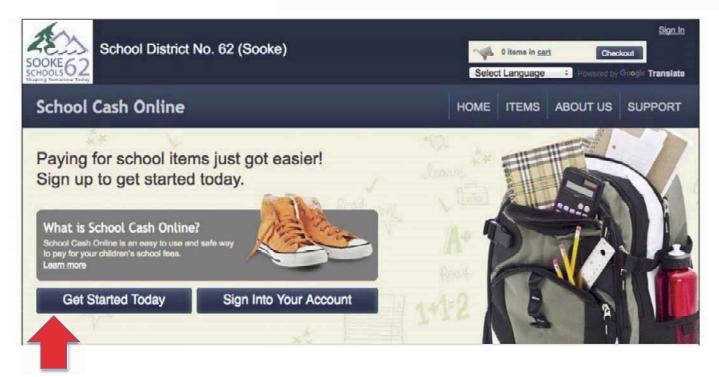
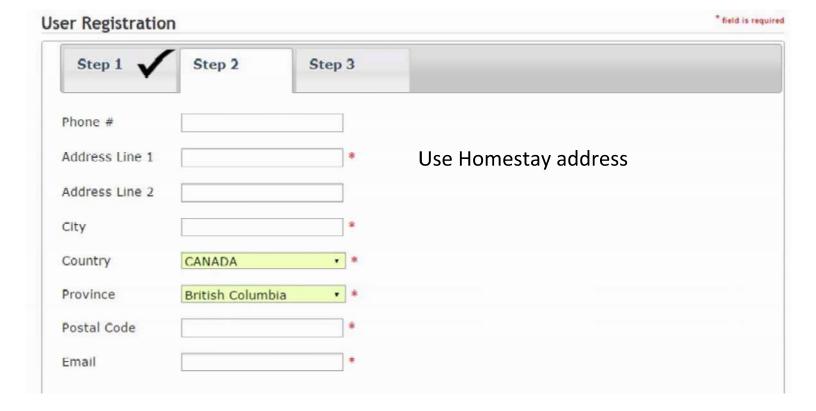
#### Step 1: Visit School Cash Online: https://sd62.schoolcashonline.com/



Step 2: Click on "Get Started Today"

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

OKE62 Schoo	I District No. 62	(Sooke)	Selec	0 items in <u>ca</u> ct Language		<u>Sign In</u> okout Google Translate
School Cash (	Online		HOME	ITEMS	ABOUT US	SUPPORT
<u>me &gt; Registration</u> > Us User Registratio						* field is required
Step 1	Step 2	Step 3				
Please enter you First Name Last Name	ur personal inform	use na	ime as in	ed at a la	ter stage).	



#### Step 4: Fill out information required & click "continue"

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

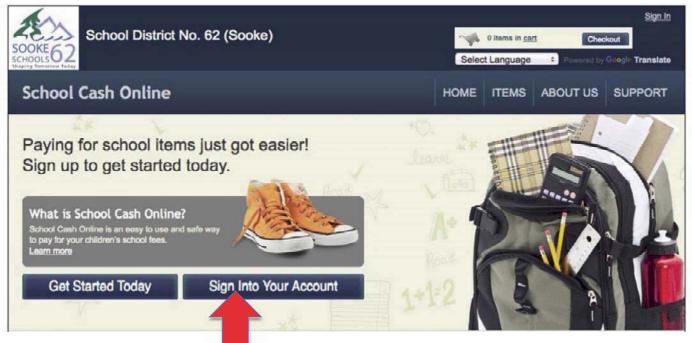
	Step 1 🗸 Step 2 🗸 Step 3
	Password
	You must choose a password that is at least 8 characters in length, includes at least one upper case letter, one lower case letter, one number.
	Confirm Password *
	Security Question What was the last name of your third grade teach • •
7	Security Question
	I want to receive email notifications for new fees assigned to my student and updates on school-related activ

Step 6: Check your email inbox (and junk mail) and click on the link to activate your account. Please make sure to check your spam/junk folder too.

IONE 62	Selec	0 items in <u>ca</u> t Language	Checkout     Powered by Google Translate		
School Cash Online	HOME	ITEMS	ABOUT US	SUPPORT	
me > <u>Registration</u> > Confirmation Email					
Confirmation Email					
Thanks! Please check your email inbox.					
Ne've sent you an email to confirm your email address. Please click the lin	ik in the email to complete you	r registratio	n.		
We've sent you an email to confirm your email address. Please click the lin Didn't get the email?	ik in the email to complete you	r registratio	n.		
			0		
Didn't get the email? 1. Check your spam/junk folder. 2. Add mailer@schoolcashonline.com to your address book to help em			0.		

# **Attach Students**

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



Step 2: Sign into your Account

School Cash Online	Home IIems Payment History My Account
Home > Rems	
Search	Make A Donation Add Student
	Click on "Add Student"

#### Step 3: Go to My Account tab and attach students

School District No. 62 (Sooke)	Sign Out  Select Language  Powered by Grephin Translate
School Cash Online	Home I Items   Payment History   My Account
Home > My Account > Add Student Add Student	■ indicates a required field
<ol> <li>Type in the School Board name and select one from the School District No. 62 (Scoke)</li> <li>Change school board name.</li> </ol>	s list
2. Select a school   Select school  3. Enter student information  Student Number Last Name Birth Date MM/DD/YYYY Date format mm/dd/yyyy	<ol> <li>Select school (2017/18)</li> <li>*Student Number = PEN number.</li> <li>Add student last name</li> <li>Add Date of Birth</li> <li>Click confirm</li> </ol>
Confirm I don't want to add a student	**Student Number = PEN number given on September 18, or email Nancy - nblundell@sd62.bc.ca

## 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'

n <u>e</u> > Items			Home	Payment History	My Accourt
ems					
Bryson	ool District No. 62 (Sooke)	Show All Items			Add Student
	n? Each school creates its own items for purc If you can't find an item, the item may not be a				ar under

Any Problems - email Nancy - nblundell@sd62.bc.ca