SCHOOL CASH ONLINE USER GUIDE FOR STAFF

St. Clair Catholic District School Board

0 items in cart   Checkout

School Cash Online

HOME   ITEMS   ABOUT US   GET HELP

Home > Registration > Registration

Registration

* field is required

Step 1 ✔   Step 2   Step 3

Phone #

Address Line 1   *

Address Line 2

City   *

Country   CANADA   *

Province   Ontario   *

Postal Code   *

Email   *

Type in All Boxes with an *

Change Province to ONTARIO

Use an Email Account you check regularly and can access right now.

Click Continue →   Continue

Registration

* field is required

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 teac ▾   *

Security Question Answer   *

☑ Please email me when there is new school information, activities or events

Password MUST be 8 characters long, one uppercase, one lower case and one number.

Choose a security question and answer.

Leave this ticked so you will receive emails when items are available for purchase.

Click Continue →   Continue

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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 to your address book to help emails from us avoid your spam filter.
3. To request a new verification email click here.

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Now open a new tab on your computer and check your email.

From:	parentHelp@schoolcashonline.com	Sent: Thu 11/7/2013 9:29
To:	Cincurak, Joanne	
Cc:		
Subject:	SchoolCashOnline.com: Confirm Your Email Address	

Hello Joanne,

Please click the link below to confirm your email address.

The email will look like this. Click on the long blue link.

http://sccdsb.schoolcashonline.com/Registration/ConfirmConfirmationEmail/1dbc89bb-752a-40a8-afdc-310e3973793b

If the link doesn't work, copy the link and paste it into your web browser.

Contact support at 1.866.961.1803 or email parenthelp@schoolcashonline.com.

Thank you,

Your School Cash Online Support Team

St. Clair Catholic District School Board

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School Cash Online

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Home > Registration > Registration Complete

Registration Complete

Thank you for confirming your email address. Click here to sign in!

After you click on the link, you will see this on the screen. Press *click here* to sign in.

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St. Clair Catholic District School Board

Español | Haitian Creole   Sign In

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Home > Sign In

Sign In

Email / Username

Forgot your username?

Password

Forgot your password?

☐ Remember me?

Sign In

New to School Cash Online?

Click here to register now

> Use the email and password you previously created, then click "Sign In".

St. Clair Catholic District School Board

Español | Haitian Creole   Sign Out

0 items in cart   Checkout

School Cash Online

Home | Items | myWallet | Payment History | My Account

Home > My Account > Find Student

Find Student

* field is required

School Information

School Board Name   St. Clair Catholic District School Board
Looking for a student in a different school board? ☐ ❓

> This field will be populated with our Board name.

School Name   Christ the King ⌄ ❓

> Change this to your school.

Student Information

Do you have the student number? ☐

Student Number ❓

First Name _____ *

Last Name _____ *

Birth Date   MM/DD/YYYY 📅 *
Date format: mm/dd/yyyy

> Enter your First and Last name along with your Date of Birth in the format shown (mm/dd/yyyy) DO NOT USE CALENDAR.

Continue   (No students? Click here)

> Click Continue.

School Cash Online

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

Home > My Account > Confirm Student

Confirm Student

Your Student

Joanne Cincurak
Student Number
Admin Department (St. Clair Catholic District School Board)

> Your employee number and home school will show here.

I certify that I am related to this student, that I am selecting this student in order to pay a fee, and legally entitled to view information about this student.

☐ Agree

> Tick the Agree box.

Relationship
Mother ▾

> Change Relationship to "Other".

Back   **Continue**

> Click Continue.

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Home > My Account > Student Added Successfully

Student Added Successfully

You have successfully added a student to your account.

⚙ Add Another Student
⚙ View Items For Students
⚙ View My Students

> "View Items" will show you items that are available for purchase at your location.

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IMPORTANT TIP WHEN CHECKING OUT OF A PURCHASE:

myWallet

> This is your "WALLET" and is loaded from your bank account IN ADVANCE of paying for items on-line.   Loading your wallet <u>DOES NOT</u> pay for the item. Once your wallet is loaded then you can pay by clicking the myWallet icon at check-out.
> **NOTE: It takes up to 7 days for the funds to show in myWallet.**

eCheck

> When you check out using eCheck, it is like paying by a virtual cheque. School Cash Online DOES NOT store your bank details for security compliance so you will have to enter your information every time you checkout.

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