

Registering for School Cash Online



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.

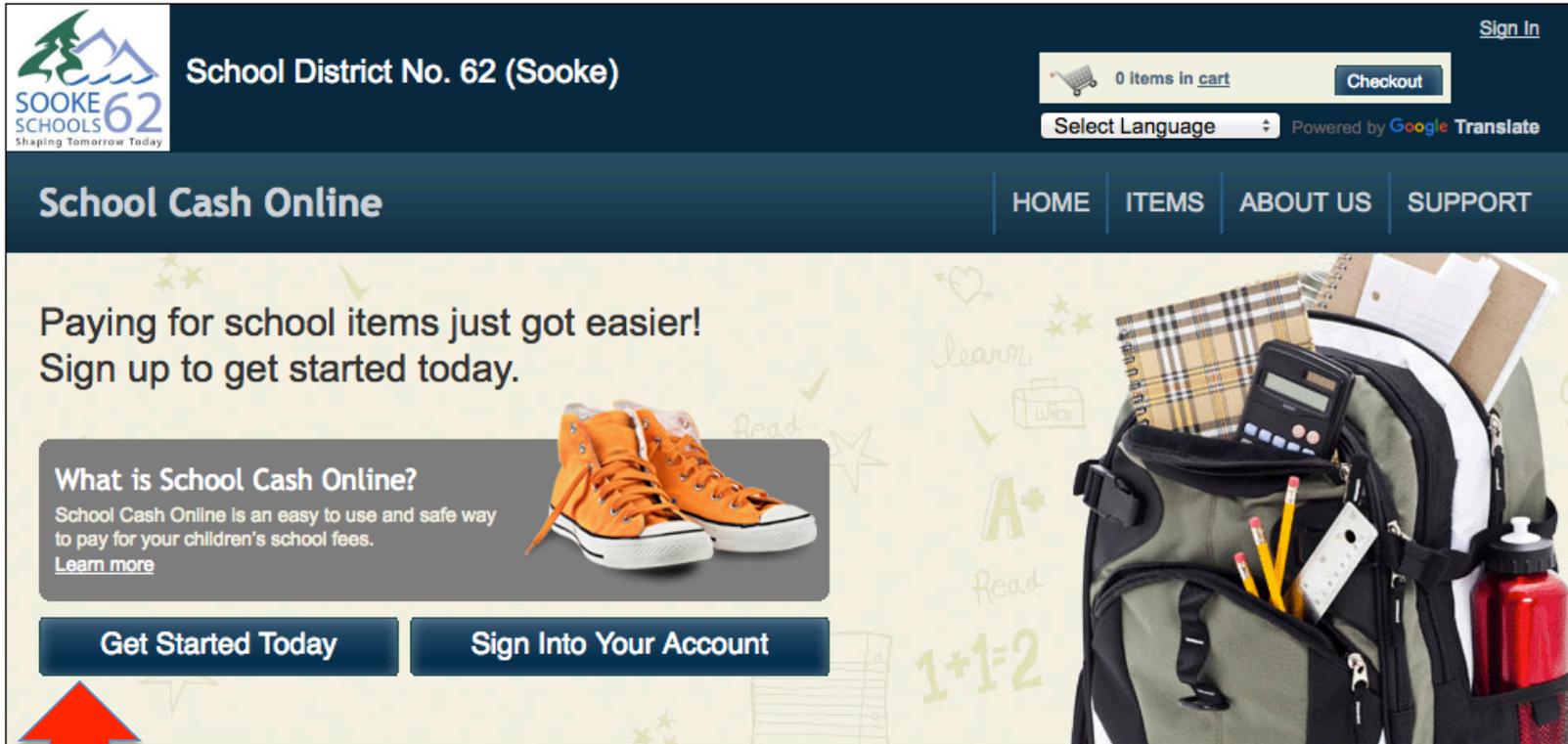
Why give consent to use School Cash Online?

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.schoolcashonline.com/>



The screenshot shows the homepage of the School Cash Online website. At the top left is the logo for Sooke Schools 62, featuring a stylized tree and mountains, with the text "SOOKE SCHOOLS 62" and "Shaping Tomorrow Today". To the right of the logo is the text "School District No. 62 (Sooke)". In the top right corner, there is a "Sign In" link, a shopping cart icon with "0 Items in cart", a "Checkout" button, and a "Select Language" dropdown menu. Below the navigation bar is a main banner with the text "School Cash Online" and navigation links for "HOME", "ITEMS", "ABOUT US", and "SUPPORT". The main content area features a large heading: "Paying for school items just got easier! Sign up to get started today." Below this heading is a section titled "What is School Cash Online?" with a sub-heading "School Cash Online is an easy to use and safe way to pay for your children's school fees." and a "Learn more" link. To the right of this text is an image of a pair of orange sneakers. Below the text are two buttons: "Get Started Today" and "Sign Into Your Account". A large red arrow points to the "Get Started Today" button. The background of the banner is light green with faint illustrations of school supplies like a backpack, calculator, and pencils, along with educational terms like "Learn", "Read", "A+", and "1+1=2".

Step 2: Click on “Get Started Today”

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



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](#)

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

User Registration * field is required

Step 1 | **Step 2** | **Step 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 #

Address Line 1 *

Address Line 2

City *

Country *

Province *

Postal Code *

Email *

Continue

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 *

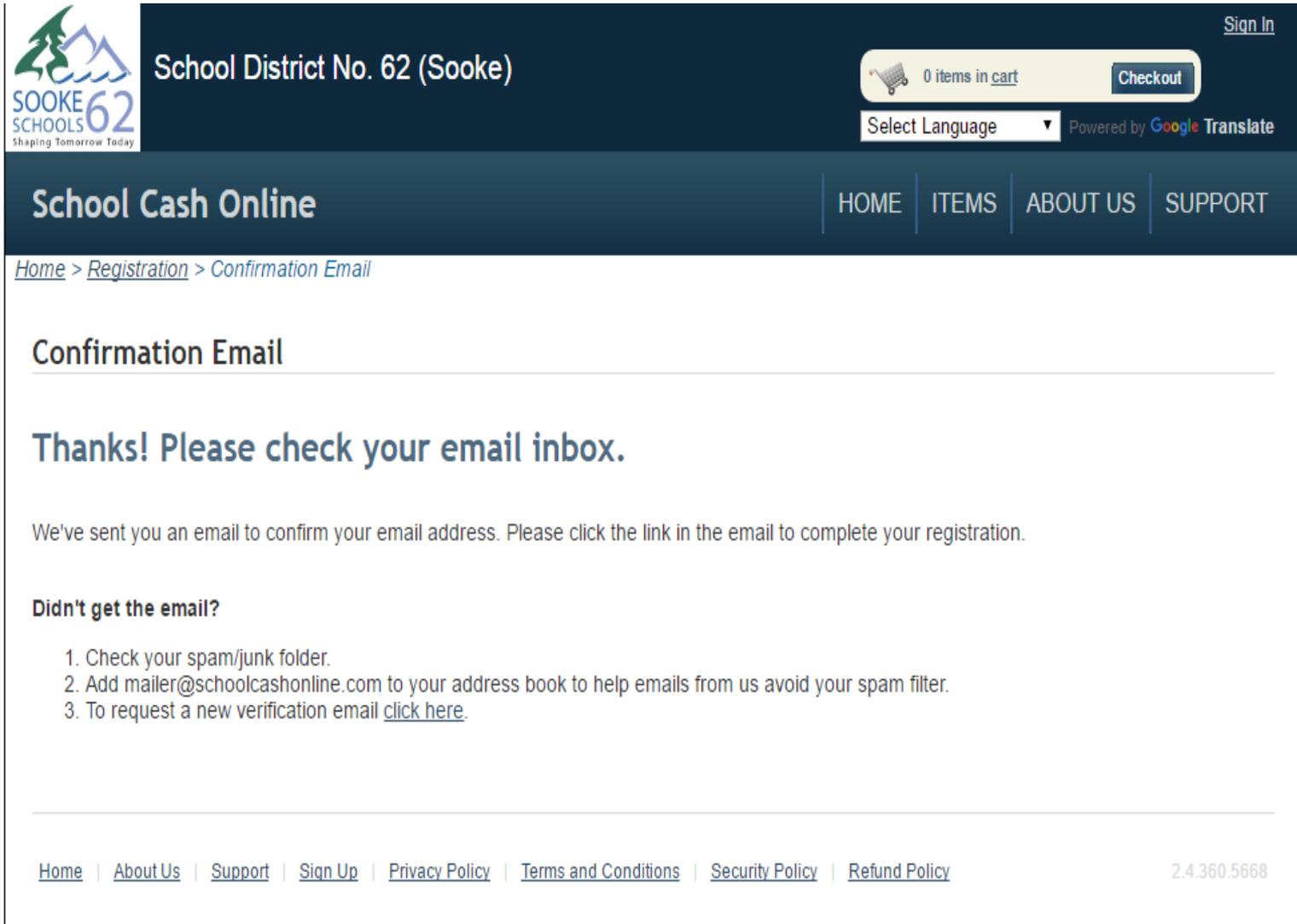
2  Security Question *

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.



The screenshot shows the School Cash Online website interface. At the top left is the logo for Sooke Schools 62, with the tagline "Shaping Tomorrow Today". To the right of the logo is the text "School District No. 62 (Sooke)". In the top right corner, there is a "Sign In" link, a shopping cart icon showing "0 items in cart" with a "Checkout" button, and a language selection dropdown menu set to "Select Language" with a "Powered by Google Translate" note.

The main navigation bar is dark blue with white text for "School Cash Online" and links for "HOME", "ITEMS", "ABOUT US", and "SUPPORT". Below the navigation bar is a breadcrumb trail: "Home > Registration > Confirmation Email".

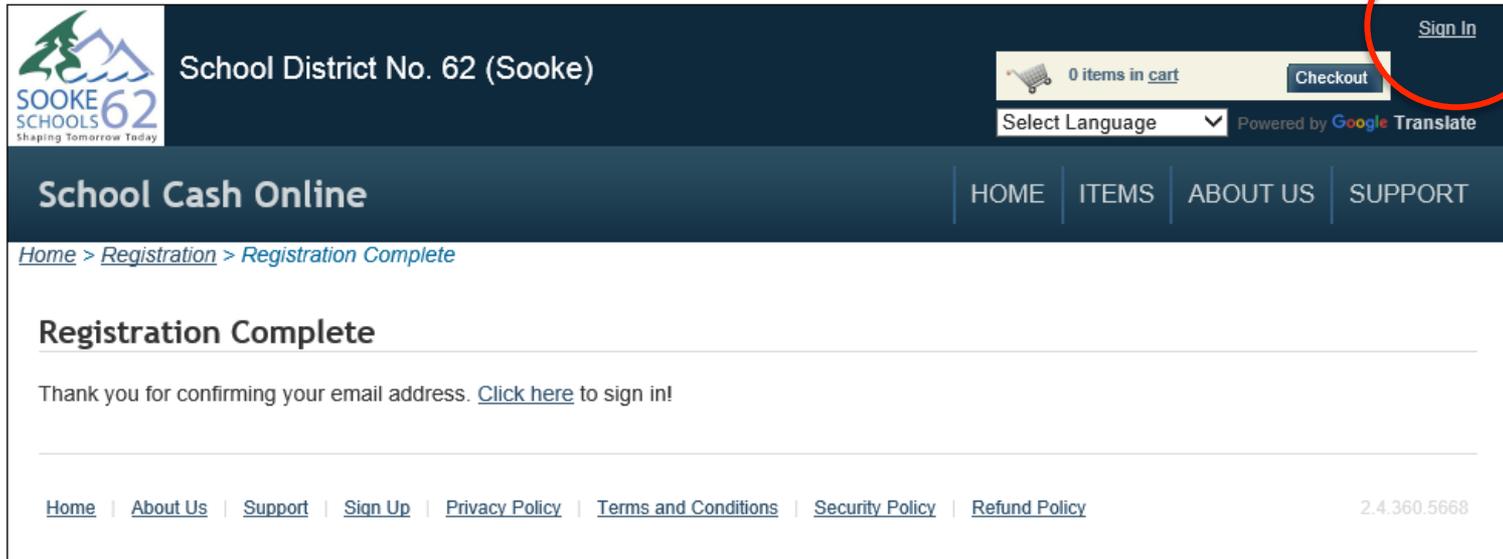
The main content area has a heading "Confirmation Email" followed by a large blue text message: "Thanks! Please check your email inbox." Below this, a paragraph states: "We've sent you an email to confirm your email address. Please click the link in the email to complete your registration."

A section titled "Didn't get the email?" contains a numbered list of instructions:

1. Check your spam/junk folder.
2. Add 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](#).

At the bottom of the page, there is a footer with a horizontal line above it. The footer contains a series of links: "Home", "About Us", "Support", "Sign Up", "Privacy Policy", "Terms and Conditions", "Security Policy", and "Refund Policy". On the far right of the footer is the phone number "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 top navigation bar of the School District No. 62 (Sooke) website. The logo for Sooke Schools 62 is on the left. The text "School District No. 62 (Sooke)" is in the center. On the right, there is a shopping cart icon with "0 items in cart" and a "Checkout" button. Below the cart is a "Select Language" dropdown menu and "Powered by Google Translate". The "Sign In" link is circled in red, and a red arrow points to it from the text above. Below the navigation bar, the page title "School Cash Online" is displayed, followed by navigation links: HOME, ITEMS, ABOUT US, and SUPPORT. The breadcrumb trail is "Home > Registration > Registration Complete". The main heading is "Registration Complete", followed by the message: "Thank you for confirming your email address. [Click here](#) to sign in!". At the bottom, there is a footer with links: Home, About Us, Support, Sign Up, Privacy Policy, Terms and Conditions, Security Policy, Refund Policy, and the phone number 2.4.360.5668.

Step 7: Enter your sign in information

School Cash Online

[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 *
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.

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 [Powered by Google Translate](#)

School Cash Online [HOME](#) [ITEMS](#) [ABOUT US](#) [SUPPORT](#)

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

Items

[Search](#) [Add Student](#)

School District No. 62 (Sooke)

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



Sooke Schools 62
Shaping Tomorrow Today

School District No. 62 (Sooke)

0 Items in cart [Checkout](#)

Select Language [Powered by Google Translate](#)

[Sign In](#)

School Cash Online | [HOME](#) | [ITEMS](#) | [ABOUT US](#) | [SUPPORT](#)

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

Fee Details

SCHOOL CASH ONLINE CONSENT FORM - 2016/2017 Amount Due:

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:*

[\[clear\]](#)

Date/Time*

Oct	21	2016	
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After you have filled out the form, hold down mouse cursor to sign your name.

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

Choose 'clear' to start again.

Once you have completed the form, click *Add To Cart*

Add To Cart

Step 10: Click *Continue* to complete registration

What's In Your Cart?

Mariah Holmstrom

School District No. 62 (Sooke)

Item Name	Qty	Price
SCHOOL CASH ONLINE CONSENT FORM - 2016/2017	1	No Cost Remove

Total

\$0.00 CAD

Select More Items

After you have clicked *Add To Cart* This page will appear. **Click *Continue*** to complete your registration.



Continue

PLEASE NOTE:

If you do not click *Continue*, your registration will be incomplete and you will not receive a confirmation email.

Once you have completed, signed, added the form to “cart” and clicked “continue” on the final page , you will receive an email confirmation letting you know that your registration is complete.

- *If you do not receive an email confirmation:*

Email: schoolcasheschool@sd62.bc.ca