School Cash Online at Schomberg Public School

Dear Schomberg P.S. families,

School Cash Online is the preferred method of payment used throughout York Region District School Board. If you are new to YRDSB and/or Schomberg P.S. or if you have not yet created an account, we encourage you to register. Please see the instructions below. Some examples of what School Cash Online is used for include: School Hot Lunch programs, Milk Programs, Class Field Trips, Spirit Wear & various school activities or fundraisers. It is also used as a Permission form for items that require no payment, but guardian permission. More information about "SCO":

- Registration is simple and it takes **less than 5 minutes** to register
- You register **only once**; the account will follow your student throughout YRDSB, even into Secondary School
- You can choose the **language** of your choice by clicking **Google Translate**
- It is a convenient and secure payment and permission form option
- No need to send cash or cheques to school

Parents/ Guardians who opt to participate will receive notification via email of various programs/ activities requiring fees at Schomberg P.S., can make secure online payments by credit card and receive a receipt. Thank you.

Step 1: Register
a) Please go to the School Cash Online parent site:
   https://yrdsb.schoolcashonline.com/
b) Select the **"Register"** button
c) Enter **your parent information** to create an account.
*For Security Reasons your password, requires **8 characters**, **one uppercase** letter, **one lowercase** letter and a **number.**

Step 2: Confirmation Email
A registration confirmation email will be automatically 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.
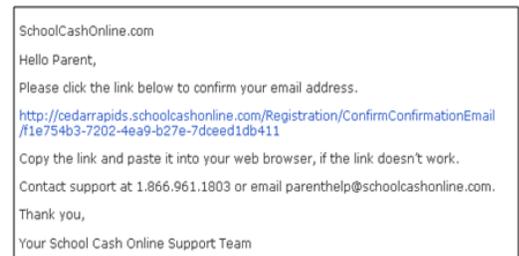
Step 3: Find/Add Student
Note: Enter YRDSB Student Number (not OEN)
This step will connect your children to your account.

a) Select the School Name from the list
b) Enter student information: **Student Number** and **Last Name**
c) Select **Confirm**
d) On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
e) Your child has been added to your account

Step 4: View Items or Add Another Student
- If you have <u>more children</u>, select **"Add Another Student"** option in **My Account/My Students** and repeat the steps above. Five children can be added to one parent account.
- If you do not wish to add additional children, select "**View Items For Students"** option.
- A listing of available items for purchase will be displayed.

NEED HELP?
If you require assistance, select the *GET HELP* option in the top right hand corner of the screen or contact School Cash Online – Parent Help Desk at 1-866-961-1803 or parenthelp@schoolcashonline.com.