

# Step 3

## School Cash Online

### Attach your Students



# STEP 3 – Attach Students

Step 1: Visit School Cash Online: <https://sd62.schoolcashionline.com/>

School District No. 62 (Sooke)

0 Items in cart Checkout

Select Language Powered by Google Translate

School Cash Online

HOME ITEMS ABOUT US SUPPORT

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](#)

Get Started Today Sign Into Your Account

Step 2: Sign into your Account

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

Sign Out

0 Items in cart Checkout

Select Language Powered by Google Translate

School District No. 62 (Sooke)

School Cash Online

Home Items Payment History My Account

Home > My Account > Add Student

### Add Student

\* indicates a required field

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

School District No. 62 (Sooke)

Change school board name.

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

1. Select school (2017/18)
2. Add student PEN number  
Add student last name
3. Add Date of Birth
4. Click confirm

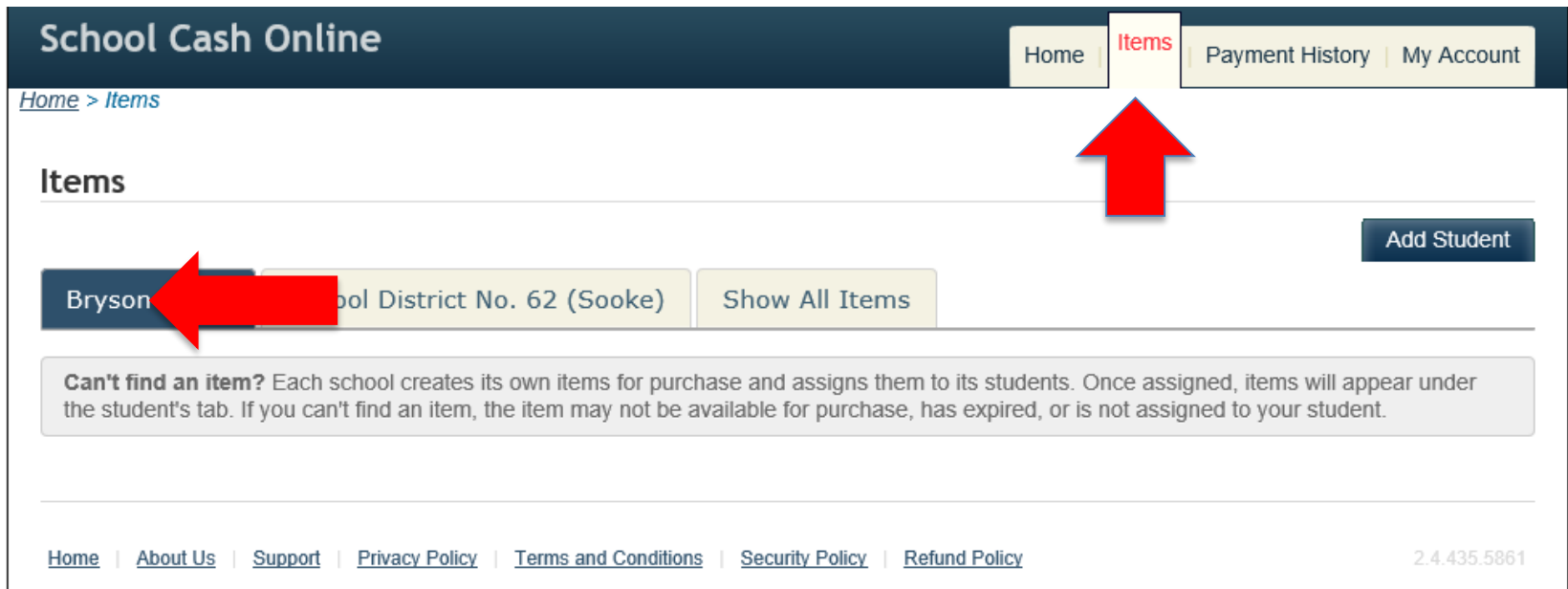
REPEAT for each student

**\*\*PEN number can be found on student report card OR Contact [schoolcashschool@sd62.bc.ca](mailto:schoolcashschool@sd62.bc.ca) or school secretary for assistance**

# 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'



The screenshot displays the 'School Cash Online' web application. At the top, a dark blue navigation bar contains the title 'School Cash Online' on the left and a menu on the right with options: 'Home', 'Items' (highlighted in yellow), 'Payment History', and 'My Account'. Below the navigation bar, a breadcrumb trail reads 'Home > Items'. The main content area is titled 'Items' and features a horizontal list of student tabs. The first tab, 'Bryson', is highlighted in dark blue and has a red arrow pointing to it from the left. The second tab is 'School District No. 62 (Sooke)' and the third is 'Show All Items'. To the right of this list is a dark blue button labeled 'Add Student'. Below the student tabs is a light gray informational box with the text: '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.' At the bottom of the page, a footer contains a series of links: 'Home', 'About Us', 'Support', 'Privacy Policy', 'Terms and Conditions', 'Security Policy', and 'Refund Policy'. On the far right of the footer, the number '2.4.435.5861' is displayed.

For questions on *school fees available for online payment* please contact your school office staff.