

### PARENT INSTRUCTIONS FOR SIGNING UP ON SCHOOLCASH ONLINE

Burnaby School District would like to reduce the amount of cash & cheques coming into our schools. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

### NOTE: If you require assistance, select the GET HELP option in the top right hand corner of the screen.

## Step 1: Register

- a) If you have not registered, please go to the School Cash Online home page <u>https://burnaby.schoolcashonline.com/</u> and select the "Get Started Today" option.
- b) Complete each of the three Registration Steps
  \*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 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 Student**

### Note: Student Number is Not Required

This step will connect your children to your account.

- a) Enter the School Board Name
- b) Enter the School Name
- c) Enter Your Child's Name & Birth Date
- d) Select Continue
- e) On the next page confirm that you are related to the child, check in the Agree box and select *Continue*
- f) Your child has been added to your account

# Step 4: View Items or Add Another Student

If you have more children, select **"Add Another Student"** option and repeat the steps above. 5 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.



#### SchoolCashOnline.com

Hello Parent,

Please click the link below to confirm your email address.

http://cedarrapids.schoolcashonline.com/Registration/ConfirmConfirmationEmail /f1e754b3-7202-4ea9-b27e-7dceed1db411 Copy the link and paste it into your web browser, if the link doesn't work. Contact support at 1.866.961.1803 or email parenthelp@schoolcashonline.com. Thank you.

Your School Cash Online Support Team

### Find Student

#### School Information

School Board Name:	School Board 1575 Looking for a student in a different sch	ool board? 🔲 🥝
School Name:	Eagle High School 🗸	
Student Information	1	
Do you have the stude	nt number?	
Student Number		0
First Name:		*
Last Name:		*
Birth Date:	MM/DD/YYYY	*
	Date format: mm/dd/yyyy	
Continue	(No students? <u>Click here</u> )	