

### Bruce Middle School Online

### Subject: Online Payment for School Expenses

Dear Parents/Guardians,

Once again, we will be offering School Cash Online, which provides you with the convenience of paying online for school items such as registration fees, field trips, purchase bus seats, instrument rentals, and arts kits. We really want to save you time when paying for school expenses, so we can't wait for you to take advantage of this opportunity. School Cash Online is a great way to pay without the need for cash or checks!

Please follow the link below to register online (it takes less than 5 minutes!). Once you have registered your child, you will be able to see when they have a new item posted online for purchase. You also have the option to be notified whenever your child has a new school expense due, so you don't have to worry about missing the deadline.

To set up an account and explore the system, please follow the instructions below. We look forward to hearing your feedback!

### Register Online:

Step 1: Please click on this link: <a href="https://sisd.schoolcashonline.com">https://sisd.schoolcashonline.com</a>

Step 2: Register by selecting "Register" and following the steps.

Step 3: After you receive the confirmation email, please select the "click here" option, login in and add each of your children to your household account. To do this, you will need your student's last name, first name, and date of birth.

#### ✓ Convenient ✓ Safe ✓ Secure

PLEASE NOTE: If you have any questions during the registration process or while shopping online, please select the *SUPPORT* option in the bottom right hand area of the screen.

Warm Regards,

S. Kent Principal





# SchoolCashOnline

For safety and efficiency reasons, St. James-Assiniboia School Division would like to reduce the amount of Cash & Cheques coming into our school. 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 <a href="https://sisd.schoolcashonline.com">https://sisd.schoolcashonline.com</a> and select the "Get Started Today" option.

  School Cash Online
- 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.

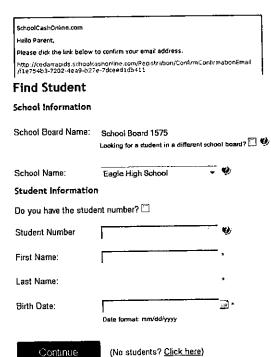
- a) Enter the School Board Name
- b) Enter the School Name
- c) Enter Your Child's Name & Birth Date
- d) Select Continue
- e) On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
- f) Your child has been added to your account

## 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.

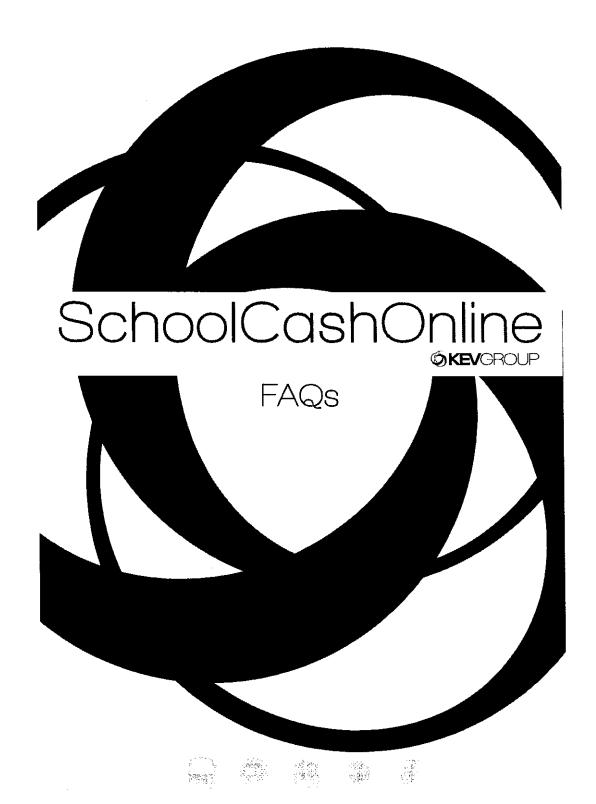
If you do not wish to add additional children, select

"View Items For Students" option. A listing of available items for purchase will be displayed.



Paying school items just got easier! Sign up to get started today.

is School Cash Online



# Got a question? We have answers! Check out our frequently asked questions below:



# Help! I've forgotten my login/ password!

Click on "Sign In" at the top right of the page and then click on "Forgot your password?" link to reset your password. A temporary password will be sent to the email address registered with your account.



# How secure are my purchases?

School Cash Online is committed to protecting your information. We adhere to the Personal Information Protection and Electronic Documents Act (Canada) (PIPEDA), Canada's anti-spam legislation (CASL) and are compliant with the latest industry standards for payment card security (PCI). For more information, please visit: www.schoolcashonline.com/Home/Privacypolicy



# What emails will I get from School Cash Online?

Don't worry, we hate spam too! You will receive emails with your receipts, and payment reminders when you have things to purchase.



What if I can't find my student? Contact your school to confirm your student's details (name, birthday, student #) to ensure it matches exactly what was entered in your school's records.



# What if I can't find my school?

Depending on your district, not every school may be starting *School Cash Online* at the same time. Please confirm with your school if the school is participating in offering this to parents.



# What if I can't see any items?

Each school creates their own items for purchase and assigns them to the students. Once assigned, they will appear in the Student Items tab on *School Cash Online*. Please contact your child's school bookkeeper if you do not see the item you are looking for.



# Do I need to re-register a student that moves to a different school?

If the student is moving to another school within the district, and *School Cash Online* is available for that school, then the items for the student will automatically be updated to reflect the new school.

If the student is moving outside the district or to a school that does not have *School Cash Online*, the student will be de-activated in *School Cash Online*.



### What if I want a refund?

Please contact your school office if you would like to request refunds for any items purchased.

# Need Help? Contact Parent Help Desk



1.866.961.1803



parenthelp@schoolcashonline.com

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