



# Buchanan School

Dear Parents,

Buchanan School offers the convenience of **ONLINE** payments! Community Supplies, milk tickets, field trips and other money to be collected, will be set up with School Cash Online. It takes less than 5 minutes to register. Once you create a family account it will follow your child when they move on to middle and senior years. Please follow these step by step instructions to guide you through. We are looking forward to successful 2020-2021 school year. School Cash will be open for payments starting September 1st 2020.

## SchoolCashOnline

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

### Step 1: Register

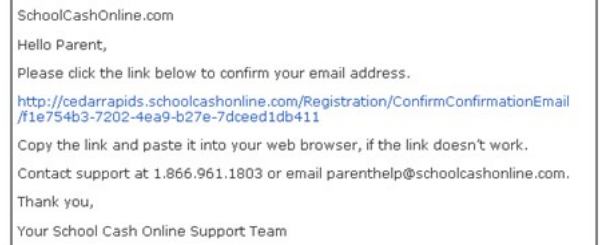
- a) If you have not registered, please go to the School Cash Online home page <https://sjsd.schoolcashonline.com> and select the **"Get Started Today"** option.
- b) Complete each of the three Registration Steps  
\*For Security Reasons your password, requires **8 characters**, **one uppercase** letter, **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.

#### Add Student

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

St. James-Assiniboia School Division

2. Select a school

Golden Gate Middle School

3. Enter student information

Student Number

I don't have the student number.

First Name

Last Name

Birth Date

Date format: mm/dd/yyyy

**Confirm**

[I don't want to add a student](#)