

## Set up School Cash ONLINE Account

*In order to enhance student safety and school efficiencies, Rocky View Schools would like to reduce the amount of cash & cheques received by our schools. Please join other Rocky View Schools' 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 and begin to receive email notifications regarding upcoming events involving your child(ren).*

### If you are new to School Cash Online:

NOTE: If you require assistance registering, select the *SUPPORT* option in the top right hand corner of the screen

#### Step 1 - Register

- a) If you have not registered before, please go to the School Cash Online home page at <https://rockyview.schoolcashionline.com> and select the **"Get Started Today"** option.
- b) Complete each of the three Registration Steps. \*For Security Reasons, your password requires **8 characters including 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 *This step will connect your child(ren) to your account.*

- a) Select Rocky View Schools.
- b) Select the School name.
- c) Enter your child's Student PowerSchool Number and **legal** last name.
- 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 or your child attends more than one school in RVS, select **"Add Another Student"** option 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.

### If you have registered for School Cash Online in a previous year

School Cash Online records are constantly updated so if a student moves to a different school within the same district, the student's information will be automatically updated. To confirm that all of your children are attached to your account, login to School Cash Online <https://rockyview.schoolcashionline.com>. Select the "My Account" tab and "My Students". If a child is not displayed, you can use "Add another student" to attach them to your account.