



- in preparation for school payments in September 2017

SCHOOL CASH ONLINE PARENT QUICK GUIDE

richmondsd38.schoolcashonline.com

Lord Byng School is going to launch School Cash Online, an online fee payment system that will allow parents to pay online for student fees, fieldtrips and school related items. For safety and efficiency reasons, the school district is implementing this service to reduce the amount of cash and checks coming into our schools.

Let's get started!

I. Create Your Profile

Select the "Get Started Today" on the School Cash Online homepage. richmondsd38.schoolcashonline.com

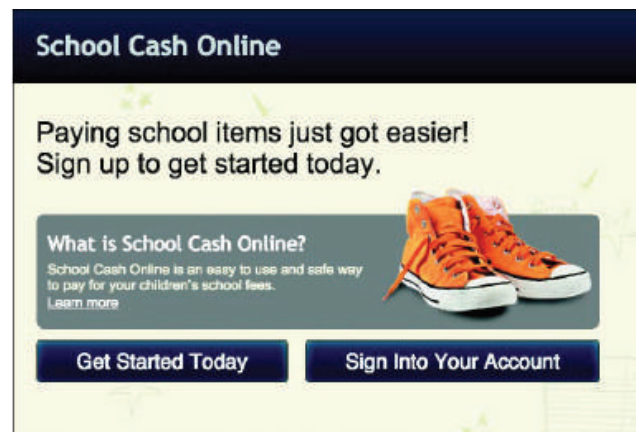
Complete Step 1, click on "Continue".

Complete Step 2, click on "Continue".

Step 3 will be the screen below.

Be sure to select **"Yes"** to email notifications. Click on "Continue".

Note: your password must contain 8 characters, one uppercase letter, one lowercase letter and a number.





LORD BYNG ELEMENTARY SCHOOL

RICHMOND
SCHOOL DISTRICT NO. 38

Richmond School District No. 38

[Sign In](#)

Select Language Powered by Google Translate

School Cash Online
HOME | ABOUT US | SUPPORT

[Home](#) > [Registration](#) > [Registration](#)

Registration * field is required

Step 1 ✓

Step 2 ✓

Step 3

Password *

You must choose a password that is at least 8 characters in length, includes at least one upper case letter, one lower case letter, one number.

Confirm Password *

Security Question What was the last name of your third grade teacher? *

Security Question Answer *

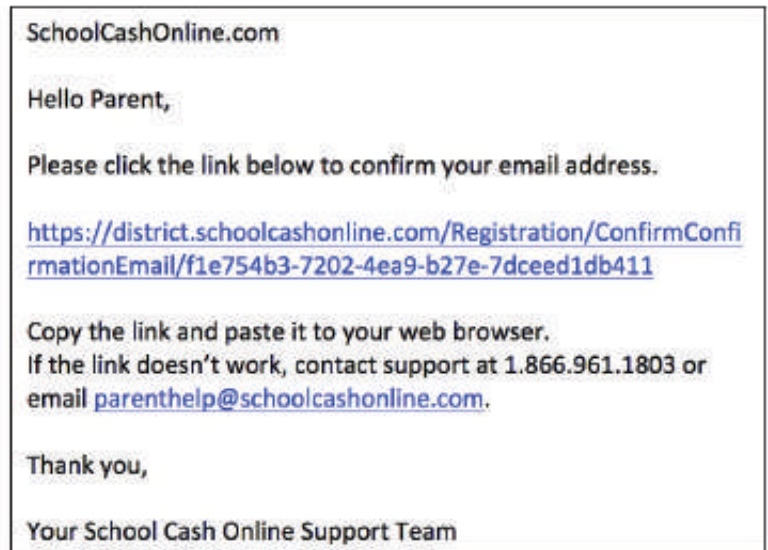
I want to receive email notifications for new fees assigned to my student and updates on school-related activities. --select-- *

Continue

2. Confirm Your Email

Check your inbox for the confirmation email and click on the confirmation link in the email. (Remember to check your spam!)

Sign in using the email and password you just provided.





LORD BYNG ELEMENTARY SCHOOL

3. Add a student

Find Student

School Information

School Board Name: School Board 1575
Looking for a student in a different school board? [?](#)

School Name: Eagle High School [?](#)

Student Information

Do you have the student number?

Student Number: [?](#)

First Name: *

Last Name: *

Birth Date: *
Date format: mm/dd/yyyy

Continue

(No students? [Click here](#))

Add a student to your account by filling in the required information about your child. (Note: you will need your child's pupil number)

View Items or Add Another Student

If you have more children you would like to add, select "Add Another Student" and repeat the steps above. Once you have all desired students added, select "View Items for Students", which will list all available

items or activities for purchase.

NEED HELP REGISTERING?

Please contact the school office

or contact the School Cash Online Parent Help Desk:

t: 1-866-961-1803

e: parenthelp@schoolcashionline.com

w: <https://schoolcashionline.com/Home/Support>



LORD BYNG ELEMENTARY SCHOOL

HOW TO MAKE A PAYMENT

SIGN IN

Go to richmondsd38.schoolcashonline.com and click "Sign Into Your Account". Fill in your email/username and password.

VIEW ITEMS

Select the item that you would like to purchase and click "Add to Cart".

CHECK OUT

Once you have finished adding items to your cart, press "Check Out".

Payment methods available at this time:

myWallet

An online wallet that can be loaded to hold funds and pay for your child's fees on School Cash Online. myWallet also allows you to allocate funds to pay for school fees at a later date, as you would with a gift card. It can take up to 7 days from the date the funds are loaded for funds to become available.

eCheque

An electronic version of a paper cheque used to make payments online. Anyone with a chequing/savings account can pay by eCheque through School Cash Online. To pay with an eCheque, simply enter your account number on the payment screen and click submit.

FAQ

I've forgotten my login/password!

Click on the "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) 9PIPEDA0, Canada's anti-spam legislation 9CASL0 and are compliant with the latest industry standards for payment card security (PCI0). For more information, please visit: www.schoolcashonline.com/Home/Privacypolicy

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 see any items?

Each school creates their own items for purchase and assigns them to the students. Once assigned, they will appear online under the student.

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.