



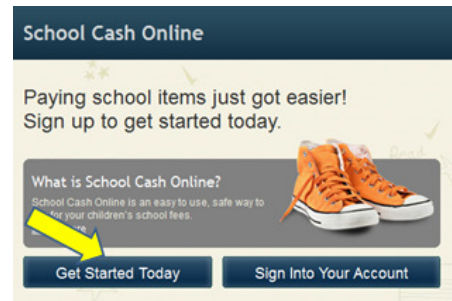
# SchoolCashOnline

For safety and efficiency reasons Burnaby Schools would like to reduce the amount of cash & checks 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 *SUPPORT* option in the top right hand corner of the screen.

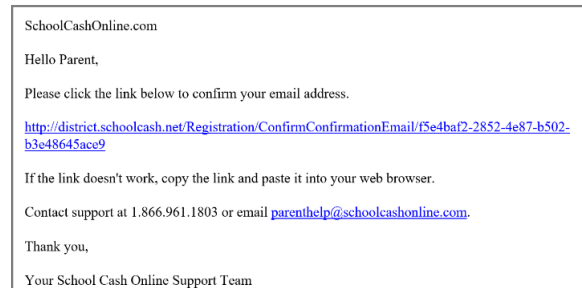
## Step 1: Register

- a) If you have not registered, please go to the *School Cash Online* home page <https://burnaby.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

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 Student Number, Last Name and 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"* and repeat the steps above. 8 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.