

# HOW TO ACCESS SCHOOL CASH ONLINE/CREATING AN ACCOUNT:

Visit: <https://wcdsb.schoolcashionline.com/>

Click “sign in” if you already have an account and skip to step 7.

If you do not have an account, you will need to click “Register” and follow instructions below.

## 1. Click Register

← → ↻ 🏠 wcdsb.schoolcashionline.com

SchoolCash Online SIGN IN | ITEMS | 0

Waterloo Catholic District School Board

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

**What is SchoolCash Online?**  
SchoolCash Online is an easy to use and safe way to pay for your children's school fees.  
[Learn more](#)

Register Sign In

Best In Class Security Gives You The Best Protection

CSAE 3416 Certified **PCI** Compliant SSAE 16 Certified

**Why Use SchoolCash Online?**

Convenient Make secure payments 24/7 from the comfort of your home

Easy To Use Online shopping with various payment methods

Safe Your child won't be carrying cash

## 2. Complete information below:

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**User Registration**

Create Your Profile

First Name  ● First Name is required.

Last Name  ● Last Name is required.

Email  ● Email is required.

Password

Password strength  
Your password must contain at least 8 characters, one upper case letter, one lower case letter, and one number.

Confirm Password

Security Question  
(What was the last name of your first grade teacher?)

Security Answer  ● Security answer is required.

Do you want to receive email notifications for new fees assigned to your student?  
 Yes  No (You can always go into your account settings to change your preferences.)

Choose a preferred language for e-mails:

You can withdraw consent to receive email notifications from K&Y group any time by logging in SchoolCash Online and going to 'My Account settings' located in the top right side of the page and clicking on 'Manage Email Notifications' to remove your consent.

Continue

3. Verification email will be sent. Go to your email and click the link in the email to complete the account setup.
4. Next you will be brought to the "Add Student" screen. If this does not automatically appear, click "items" on top banner, then click "Add Student" on the right.
5. Enter all information below:

\*Please note, the SCO system goes by Legal Name

SchoolCash Online MY ACCOUNT | ITEMS | MYWALLET | PAYMENT HISTORY

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### Add Student \* indicates a required field

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

2. Select School Name from the list

Select 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**

6. Complete next step by checking the "I Agree" box and selecting your relationship to the student. Click continue.

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### Add Student \* indicates a required field

Confirm student information

Student Number   
 St Marys High School (Waterloo Catholic District School Board)

I certify that I am related to this student, that I am selecting this student in order to pay a fee, and legally entitled to view information about this student.

I Agree \*

Relationship  
 Select relationship...

**Back** **Continue**

- Click "View items for student" or "Items on the top ribbon and you will now see all the items available for this student.

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Student Added Successfully  
You have successfully added a student to your account.

- [Add Another Student](#)
- [View Items For Students](#)
- [View My Students](#)

- Make sure that you select the "St. Mary's Tab" to view all the available items:

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Items

post-secondary

John's AATest Joseph-C AATest Kateri AATest Luke AATest Margaret AATest Mark AATest

Mary AATest Michael AATest Waterloo Catholic District Sch Show All Items

Student	School	Item Name	Price	Due Date	Status
Mary AATest	St Marys High School	<a href="#">Post-Secondary Institutions Disclosure of Information Conse...</a> Post-Secondary Institutions, Disclosure of Information Consent Form for parent/guardian to fill out... <a href="#">View Item</a>		Jun 30/22 13:48	Required

- Click on each item name & complete all required fields.

- Once form is filled in click "Add to cart" located at the bottom of the page.

**Notice of Collection**


Personal information collected on this form is used to support a student's application to further education under the authority of the Education Act (section 266(6)) and MFIPPA (sections 28(2) and 32(b)). Questions about the use of personal information on this form should be directed to the school principal.

Completed by: Parent/Guardian OR Adult Student  
Distribution: Parent/Guardian OR Adult Student --> Guidance Dept  
Retention: Guidance Dept. (Current +1 Year)

SCH002F, JULY 2021

11. Click "continue" once in cart to complete and submit the form.

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### What's In Your Cart?

**Mary AATest**  
St Marys High School

Item Name	Qty	Price	
Post-Secondary Institutions, Disclosure of Information Consent Form 2021/2022 - St. Mary's High School - 2021/2022 Please check your choice(s): Name of Parent/Guardian OR Student Age Date/Time	1	No Cost	<a href="#">Remove</a>
Only Ontario College Application Service (OCAS) ashley cidade			
Sep/20/2021/02/10/PM			
<b>Total</b>		<b>\$0.00</b>	

[Select More Items](#)  [Continue](#)

12. Enter payment information and continue to finish checkout.