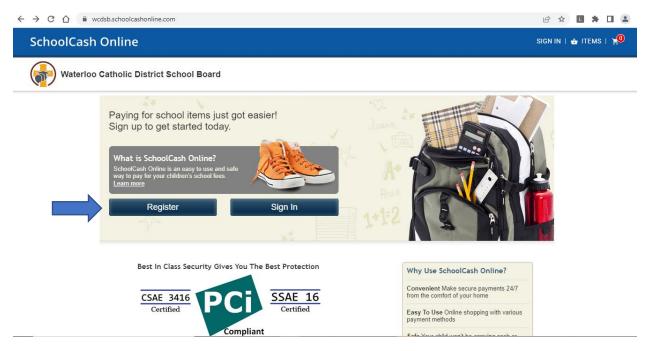
HOW TO ACCESS SCHOOL CASH ONLINE/CREATING AN ACCOUNT:

Visit: https://wcdsb.schoolcashonline.com/

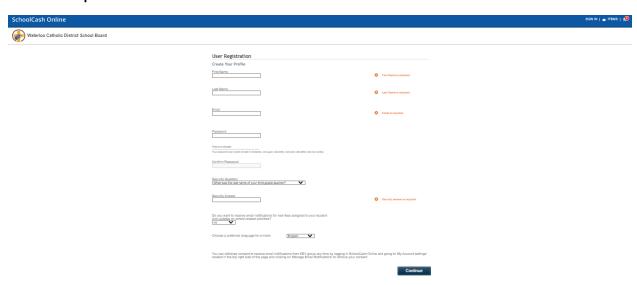
Click "sign in" if you already have an account and skip to step 7.

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

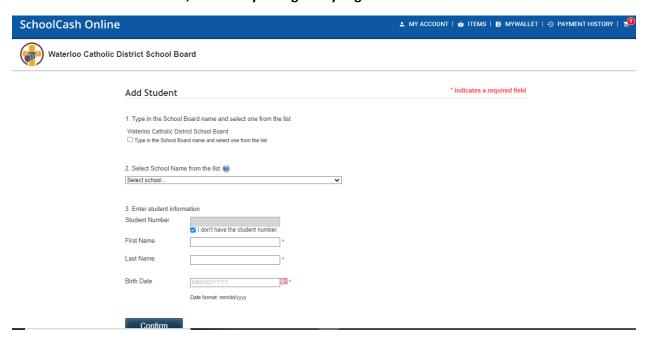
1. Click Register



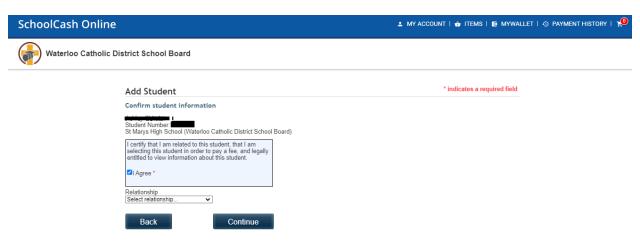
2. Complete information below:



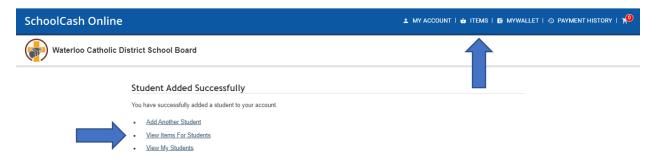
- 3. Verification email will be sent. Go to your email and click the link in the email to complete the account setup.
- 4. Next you will be brought to the "Add Student" screen. If this does not automatically appear, click "items" on top banner, then click "Add Student" on the right.
- 5. Enter all information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



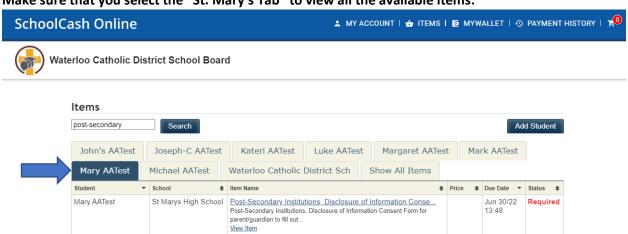
6. Complete next step by checking the "I Agree" box and selecting your relationship to the student. Click continue.



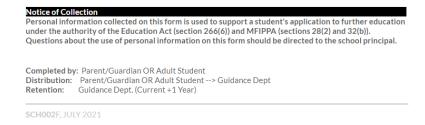
7. Click "View items for student" or "Items on the top ribbon and you will now see all the items available for this student.



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



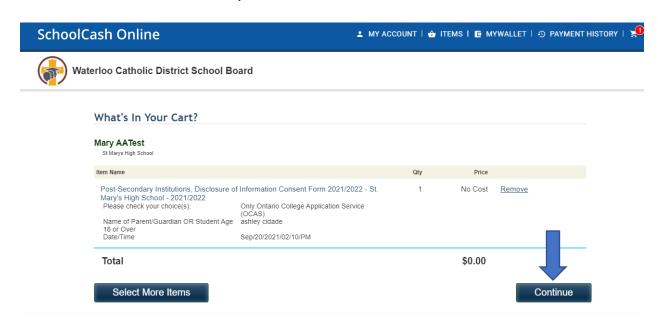
- 9. Click on each item name & complete all required fields.
- 10. Once form is filled in click "Add to cart" located at the bottom of the page.





Back

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



12. Enter payment information and continue to finish checkout.