

The Toronto District School Board is launching School Cash Online, an easy to use, safe and convenient way for parents and guardians to pay for their children's school fees, including agendas, yearbooks and class trips. To register for School Cash Online, please follow these step-by-step instructions.

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

## Step 1: Register

- If you have not registered, please go to the School Cash Online home page <https://tdsb.schoolcashonline.com/> and select the "Get Started Today" option.
- 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 the email address and password just created with your account.



## Step 3: Find Student

*This step will connect your children to your account.*

- Enter the School Board Name
- Select the School Name
- Enter Your Child's First and Last Names
- Enter Your Child's Date of Birth
- Select *Confirm*
- On the next page confirm that you are related to the child, check in the Agree box and select *Continue*
- Your child has been added to your account

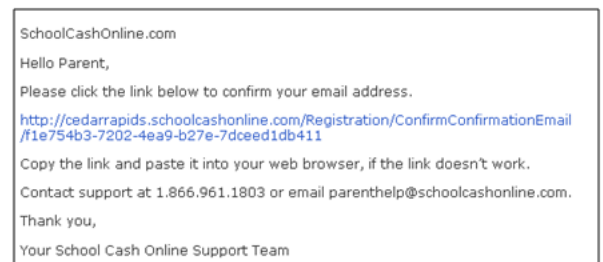
## Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" 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.

Stay connected! Be sure to select the option to receive email notifications when new items become available, selecting "Yes".

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



### Add Student

- Type in the School Board name and select one from the list  
Toronto District School Board  
 Change school board name.
- Select a school   
Select school...
- Enter student information  
Student Number    
 I don't have the student number.  
First Name  \*  
Last Name  \*  
Birth Date  \*  
Date format: mm/dd/yyyy

The Toronto District School Board is launching School Cash Online, an easy to use, safe and convenient way for parents and guardians to pay for their children's school fees, including agendas, yearbooks and class trips. Donations can also be done via School Cash Online. Donors will receive tax receipts through email for donations over \$25. They can also retrieve and reprint tax receipts by logging onto the [School Cash online](http://SchoolCashOnline.com) website. Please follow these step-by-step instructions.

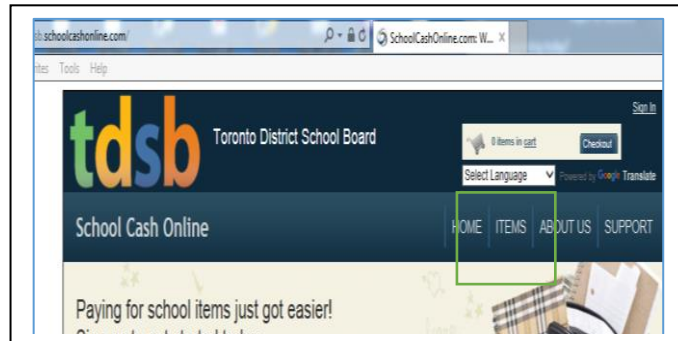
1) Click on **"ITEMS"** on the top bar.

2) Click on the **"MAKE A DONATION"** button on the right.

3) Enter the donation amount under **"Gift information"** and choose the school you wish to donate to by clicking the **"Fund Destination"** drop down menu.

**Be Careful – there are two schools in TDSB with the name "St. Andrew's". Be sure to choose "St. Andrew's Junior High School" (not St. Andrews Public School).**

\*\*\*Please note that these donations are intended for TDSB internal fundraising purposes only, and are not intended for redistribution to other charitable organizations.\*\*\*



4) If the funds are designated for a specific purpose, please indicate the purpose under the "Message field" in the **"Message to School Board"**. (optional)

5) Click "Add to Cart" at the bottom of the screen.

6) Review the items outlined in your cart. Once you are ready to proceed to checkout, click **"Continue"** at the bottom of the checkout screen.

7) Once donors have completed the registration and checkout process, they will receive a copy of the donation receipt via email. The donation will be made in the name of the account holder.