

# Step 3

## School Cash Online

### Attach your Students



# STEP 3 – Attach Students

Step 1: Visit School Cash Online: <https://sd62.schoolcashionline.com/>

School District No. 62 (Sooke)

0 Items in cart Checkout

Select Language Powered by Google Translate

School Cash Online

HOME ITEMS ABOUT US SUPPORT

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

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

Get Started Today **Sign Into Your Account**

Step 2: Sign into your Account

## Step 3: Go to My Account tab and attach students

SOOKE SCHOOLS 62  
Shaping Tomorrow Today

School District No. 62 (Sooke)

0 Items in cart Checkout

Select Language Powered by Google Translate

School Cash Online

Home | Items | Payment History | My Account

Home > My Account > Add Student

### Add Student \* indicates a required field

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

School District No. 62 (Sooke)

Change school board name.

2. Select a school

Select school...

**3. Enter student information**

**Student Number**  \*

**Last Name**  \*

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

**Confirm** [I don't want to add a student](#)

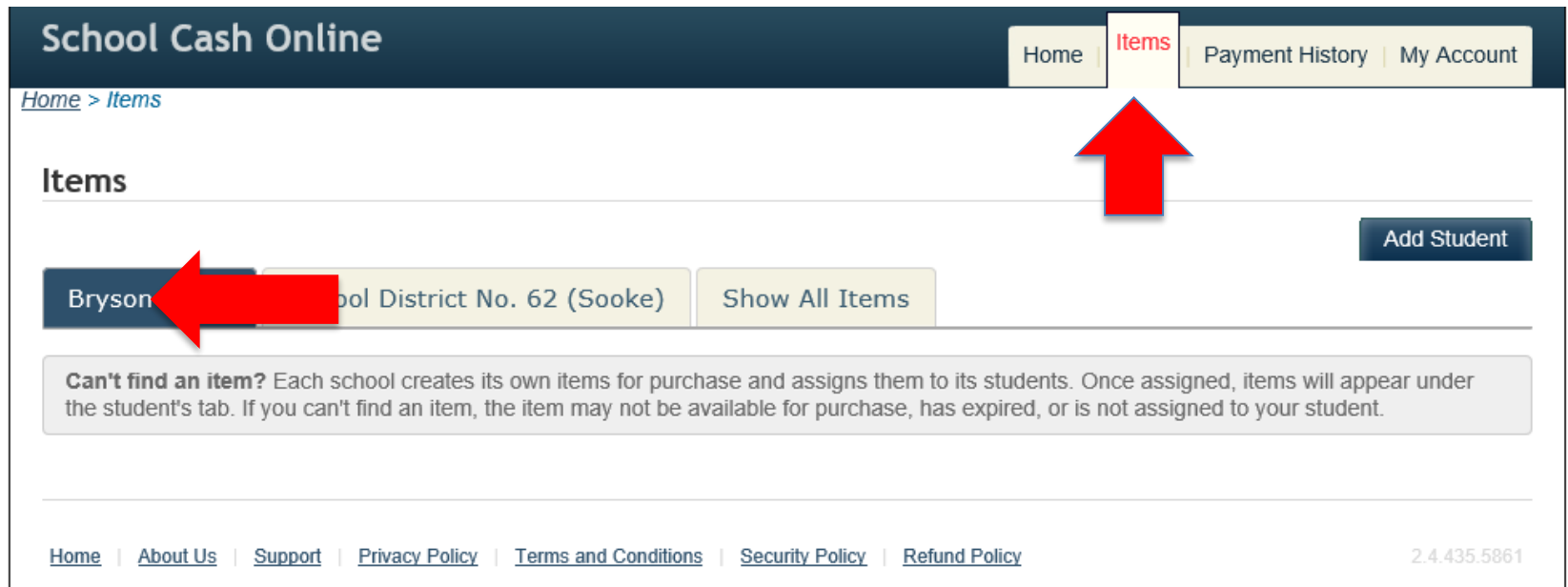
1. Select school (2017/18)  
2. Add student PEN number  
Add student last name  
3. Add Date of Birth  
4. Click confirm  
REPEAT for each student

**\*\*PEN number can be found on student report card OR Contact [schoolcashschool@sd62.bc.ca](mailto:schoolcashschool@sd62.bc.ca) or school secretary for assistance**

# Success!

To access your students account:

1. Click on the Items tab
2. You will now see a list of tabs with all your students' names
3. You can choose one student or 'show all items'



The screenshot displays the 'School Cash Online' interface. At the top, there is a dark blue header with the title 'School Cash Online' on the left and navigation links 'Home', 'Items', 'Payment History', and 'My Account' on the right. The 'Items' link is highlighted in red. Below the header, a breadcrumb trail shows 'Home > Items'. The main content area is titled 'Items' and features a list of student tabs. The first tab, 'Bryson', is highlighted in dark blue with a red arrow pointing to it. The second tab is 'School District No. 62 (Sooke)' and the third is 'Show All Items'. A red arrow also points to the 'Items' link in the top navigation. In the top right corner of the main area, there is a dark blue button labeled 'Add Student'. Below the student tabs, there is a light gray informational box with the text: 'Can't find an item? Each school creates its own items for purchase and assigns them to its students. Once assigned, items will appear under the student's tab. If you can't find an item, the item may not be available for purchase, has expired, or is not assigned to your student.' At the bottom of the page, there is a footer with links for 'Home', 'About Us', 'Support', 'Privacy Policy', 'Terms and Conditions', 'Security Policy', and 'Refund Policy', along with the phone number '2.4.435.5861' on the right.

For questions on *school fees available for online payment* please contact your school office staff.