



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

# SCHOOL CASH ONLINE

## STEP-BY-STEP GUIDE ON HOW TO REGISTER

The Ottawa-Carleton District School Board has started rolling out School Cash Online, an easy to use, safe and convenient way for parents and guardians to pay for their children's school fees, including yearbooks and class trips.

Want to say goodbye to writing cheques or sending your child with cash? Sign up today, it takes less than five minutes to register. Please follow these step-by-step instructions.

### STEP 1: REGISTER

- If you have not registered, please go to the School Cash Online home page <https://ocdsb.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 will be emailed to you. Click on the link provided inside the email to confirm your 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: ADD A STUDENT

This step will connect your children to your account.

- Enter the School Board Name: Ottawa-Carleton District School Board.
- Enter the School Name.
- Enter Your Child's Legal First and Last Name and Birth Date. Skip the Student Number.
- Select Continue.
- On the next page confirm that you are related to the child, check the Agree box and select Continue.
- Your child has been added to your account.

If you have more children, select "Add Another Student" and repeat the steps above. Eight children can be added to one parent account. If you do not wish to add additional children, select the "View Items For Students" option. A listing of available items for purchase will be displayed. Stay connected by selecting "Yes" to email notifications about upcoming fees.

**NOTE:** If you require assistance, select the SUPPORT option in the top right hand corner of the screen, contact the School Cash Online Parent Help Desk at 1-866-961-1803 or email: [parenthelp@schoolcashonline.com](mailto:parenthelp@schoolcashonline.com)