

Registering for School Cash Online

The following steps are required to register for School Cash Online.

Step 1 Complete the SD62 Consent

<https://consent.sd62.bc.ca/apps/OnlineConsent>

Write down your students PEN number

(Once you have done this it takes 24 hours to process in the system before you can move to the next step)



Step 2

Register for a School Cash Online Account



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

Sooke Schools 62
Shaping Tomorrow Today

School District No. 62 (Sooke)

Sign In

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: Click on “Get Started Today”

Step 3: Enter first and last name, click “Continue”

The screenshot shows the 'User Registration' page for School District No. 62 (Sooke). The page is part of a three-step process, with 'Step 3' currently active. The 'First Name' and 'Last Name' fields are highlighted with a yellow border, indicating they are the current focus. A 'Continue' button is located at the bottom right of the form area. The page header includes the school district logo, navigation links (HOME, ITEMS, ABOUT US, SUPPORT), and utility links (Sign In, Checkout, Select Language, Google Translate).

School District No. 62 (Sooke)

SOOKE SCHOOLS 62
Shaping Tomorrow Today

Sign In

0 Items in [cart](#) [Checkout](#)

Select Language ⌵ Powered by [Google Translate](#)

School Cash Online

[HOME](#) | [ITEMS](#) | [ABOUT US](#) | [SUPPORT](#)

[Home](#) > [Registration](#) > [User Registration](#)

User Registration * field is required

Step 1 | **Step 2** | **Step 3**

Please enter your personal information below (**student** information will be required at a later stage).

First Name *

Last Name *

[Continue](#)

Step 4: Fill out information required & click “continue”

User Registration

* field is required

Step 1	✓	Step 2	Step 3	
Phone #	<input type="text"/>			
Address Line 1	<input type="text"/>	*		
Address Line 2	<input type="text"/>			
City	<input type="text"/>	*		
Country	<input type="text" value="CANADA"/>	*		
Province	<input type="text" value="British Columbia"/>	*		
Postal Code	<input type="text"/>	*		
Email	<input type="text"/>	*		

Step 5: Complete information by entering a password & security question

School Cash Online | HOME | ITEMS | ABOUT US | SUPPORT

[Home](#) > [Registration](#) > [User Registration](#)

User Registration * field is required

Step 1 ✓ Step 2 ✓ Step 3

1  Password *

You must choose a password that is at least 8 characters in length, includes at least one upper case letter, one lower case letter, one number.

Confirm Password *

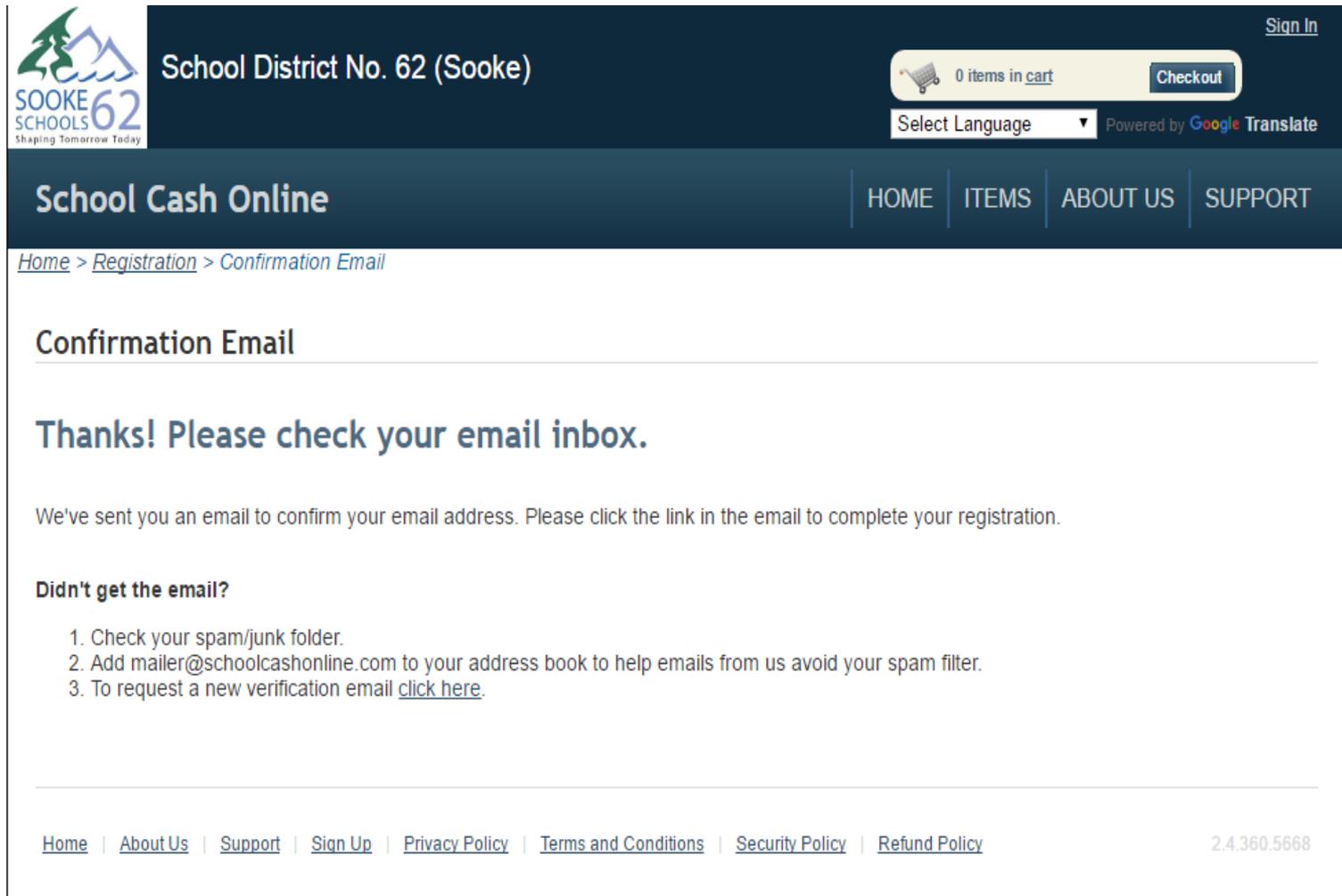
2  Security Question *

Security Question Answer *

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

3 

Step 6: Check your email inbox (and junk mail) and click on the link to activate your account. Please make sure to check your spam/junk folder too.



The screenshot shows the 'School Cash Online' website interface. At the top left is the logo for 'SOOKE SCHOOLS 62' with the tagline 'Shaping Tomorrow Today'. To the right of the logo is the text 'School District No. 62 (Sooke)'. In the top right corner, there is a 'Sign In' link, a shopping cart icon showing '0 items in cart' with a 'Checkout' button, and a language selection dropdown menu set to 'Select Language', with a note 'Powered by Google Translate'.

The main navigation bar includes 'School Cash Online' and links for 'HOME', 'ITEMS', 'ABOUT US', and 'SUPPORT'. Below the navigation bar is a breadcrumb trail: 'Home > Registration > Confirmation Email'.

Confirmation Email

Thanks! Please check your email inbox.

We've sent you an email to confirm your email address. Please click the link in the email to complete your registration.

Didn't get the email?

1. Check your spam/junk folder.
2. Add mailer@schoolcashonline.com to your address book to help emails from us avoid your spam filter.
3. To request a new verification email [click here](#).

At the bottom of the page, there is a footer with links: 'Home | About Us | Support | Sign Up | Privacy Policy | Terms and Conditions | Security Policy | Refund Policy' and the phone number '2.4.360.5668'.

Step 3

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

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Get Started Today **Sign Into Your Account**

Step 2: Sign into your Account

Step 3: Go to My Account tab and attach students

Sign Out

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

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

1. Select school (2020/21)
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 on the consent portal at:**
<https://consent.sd62.bc.ca/apps/OnlineConsent>

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'

School Cash Online

Home | **Items** | Payment History | My Account

[Home](#) > [Items](#)

Items

[Add Student](#)

Bryson | School District No. 62 (Sooke) | [Show All Items](#)

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.

[Home](#) | [About Us](#) | [Support](#) | [Privacy Policy](#) | [Terms and Conditions](#) | [Security Policy](#) | [Refund Policy](#)

2.4.435.5861

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

Having Trouble?

Support for School Cash Online is available 24 hours a day, 7 days a week. Call us at 1.866.961.1803.