# How to Sign Up to School Cash Online

For safety and efficiency reasons, School District No. 23 (Central Okanagan) are reducing the amount of cash and cheques coming into our district. Please join the thousands of parents who have already registered and are enjoying the convenience of paying online.

# Step 1: Register

Please go to https://centralokanagan.schoolcashonline.com/

And select the "Get Started Today" button

Complete each of the three Registration steps:

- Enter your first and last name
- Enter your address and email
- Enter a password & security question
- Click yes for emails

Password requires 8 characters (capital, lowercase and number)



## Step 2: Email

You will receive the following email:

Please click the link below to confirm your email address. https://centralokanagan.schoolcashonline.com/Registration/ConfirmConfirmationEmail/09ac89f9-a796-4720-a494-5fe1a71a90a7 If the link doesn't work, copy the link and paste it into your web browser.

# Step 3: Find a Student

Your first student this will automatically open the first time you login to the system. If you have more than one student, click on My Account (top right hand corner) and click Add another student.

- Leave as Central Okanagan School District;
- Choose your student's school;
- Click "I don't have a student number" if not already checked;
- Enter student's first & last name & birthday;
- Click the calendar & chose your student's year first, then month & day;
- Choose your relationship, agree to terms & press continue;

# 1. Type in the School Board name and select one from the list Central Okanagan School District Change school board name. 2. Select a school Rutland Elementary 3. Enter student information Student Number Didon't have the student number. First Name RutlandSS Last Name AATest Birth Date [01/01/2001] Date format: mm/dd/yyyy

### Step 4: Support

Contact support at 1.866.961.1803 or email parenthelp@schoolcashonline.com