

# Welcome to School Cash Online

## What is School Cash Online?

*School Cash Online* is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows parents to add students, make payments, check current balance/account history and print or view receipts.



## Is it safe to use?

Our top priority is to keep your personal information safe. *School Cash Online* is PCI compliant, CSAE 3416 certified, HTTP Secure and adheres to the highest industry standards of security.

*School Cash Online* does not share your personal information with any third party. *School Cash Online* will never contact you to divulge confidential information via phone, email or mail.



## What Payment Methods are Available?

### myWallet



An online wallet that can be loaded to hold funds and pay for your child's fees on *School Cash Online*. myWallet also allows you to allocate funds to pay for school fees at a later date, as you would with a gift card. It can take up to 7 days from the date the funds are loaded for funds to become available.



### eCheque

An electronic version of a paper cheque used to make payments online. Anyone with a chequing/savings account can pay by eCheque through *School Cash Online*. To pay with an eCheque, simply enter your account number on the payment screen and click submit.

## How do I use myWallet?

myWallet offers you a secure alternative to traditional payment methods without the need for you to enter the payment information multiple times.

- 1 Go to your district's School Cash Online portal URL. (<https://ugdsb.schoolcashionline.com/>)
- 2 Click the "Sign Into Your Account" button and enter your email and password to access your account.  
Select the myWallet tab, click "Add Funds to myWallet" and use eCheque to load funds into your myWallet account (it may take up to 7 days for funds to become available to pay fees).
- 3
- 4 Once your funds have been made available, add all your items to the shopping cart, select the checkout option and select the myWallet payment method to make purchases.

For safety and efficiency reasons, the Upper Grand District School Board would like to reduce the amount of Cash & Checks coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

**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 <http://ugdsb.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 your email address and password just created with your account.



## Step 3: Find Student

**Note: Student Number is Not Required**

This step will connect your children to your account.

- Enter the School Board Name
- Enter the School Name
- Enter Your Child's Name & Birth Date
- Select **Continue**
- 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

### Find Student

#### School Information

School Board Name: School Board 1575  
Looking for a student in a different school board?  ?

School Name:  ?

#### Student Information

Do you have the student number?

Student Number  ?

First Name:  \*

Last Name:  \*

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

(No students? [Click here](#))

## Step 4: View Items or Add Another Student

If you have more children, select **“Add Another Student”** option and repeat the steps above. 5 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.