

HOW TO ACCESS SCHOOL CASH ONLINE/CREATING AN ACCOUNT:

Visit: <https://wcdsb.schoolcashionline.com/>

Click “sign in” if you already have an account and skip to step 7.

If you do not have an account, you will need to click “Register” and follow instructions below.

1. Click Register

The screenshot shows the SchoolCash Online homepage. At the top, there is a navigation bar with "SchoolCash Online" and "SIGN IN | ITEMS | 0". Below this is the "Waterloo Catholic District School Board" logo. The main content area features a banner with the text "Paying for school items just got easier! Sign up to get started today." and a "What is SchoolCash Online?" section. A blue arrow points to the "Register" button. Below the banner, there are sections for "Best In Class Security Gives You The Best Protection" (CSAE 3416 Certified, PCI Compliant, SSAE 16 Certified) and "Why Use SchoolCash Online?" (Convenient, Easy To Use, Safe).

2. Complete information below:

The screenshot shows the "User Registration" form. The form includes fields for "First Name", "Last Name", "Email", "Password", "Confirm Password", "Security Question" (with a dropdown menu), and "Security Answer". There are also checkboxes for "Do you want to receive email notifications for new fees assigned to your student?" and "Choose a preferred language for e-mails". A "Continue" button is at the bottom.

3. Verification email will be sent. Go to your email and click the link in the email to complete the account setup.
4. Next you will be brought to the "Add Student" screen. If this does not automatically appear, click "items" on top banner, then click "Add Student" on the right.
5. Enter all information below:

*Please note, the SCO system goes by Legal Name

SchoolCash Online MY ACCOUNT | ITEMS | MYWALLET | PAYMENT HISTORY

Waterloo Catholic District School Board

Add Student * indicates a required field

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

2. Select School Name from the list 
 Select school...

3. Enter student information

Student Number
 I don't have the student number.

First Name

Last Name

Birth Date
 Date format: mm/dd/yyyy

6. Complete next step by checking the "I Agree" box and selecting your relationship to the student. Click continue.

SchoolCash Online MY ACCOUNT | ITEMS | MYWALLET | PAYMENT HISTORY

Waterloo Catholic District School Board

Add Student * indicates a required field

Confirm student information

Student Number
 St Marys High School (Waterloo Catholic District School Board)

I certify that I am related to this student, that I am selecting this student in order to pay a fee, and legally entitled to view information about this student.

I Agree *

Relationship
 Select relationship...

- Click “View items for student” or “Items on the top ribbon and you will now see all the items available for this student.

SchoolCash Online MY ACCOUNT | ITEMS | MYWALLET | PAYMENT HISTORY

Waterloo Catholic District School Board

Student Added Successfully
 You have successfully added a student to your account.

- [Add Another Student](#)
- [View Items For Students](#)
- [View My Students](#)

- Make sure that you select the “St. Mary’s Tab” to view all the available items:

SchoolCash Online MY ACCOUNT | ITEMS | MYWALLET | PAYMENT HISTORY

Waterloo Catholic District School Board

Items

post-secondary

John's AATest Joseph-C AATest Kateri AATest Luke AATest Margaret AATest Mark AATest

Mary AATest Michael AATest Waterloo Catholic District Sch Show All Items

Student	School	Item Name	Price	Due Date	Status
Mary AATest	St Marys High School	Post-Secondary Institutions, Disclosure of Information Conse... Post-Secondary Institutions, Disclosure of Information Consent Form for parent/guardian to fill out... View Item		Jun 30/22 13:48	Required

- Click on each item name & complete all required fields.

- Once form is filled in click “Add to cart” located at the bottom of the page.

Notice of Collection

Personal information collected on this form is used to support a student's application to further education under the authority of the Education Act (section 266(6)) and MFIPPA (sections 28(2) and 32(b)). Questions about the use of personal information on this form should be directed to the school principal.

Completed by: Parent/Guardian OR Adult Student
 Distribution: Parent/Guardian OR Adult Student --> Guidance Dept
 Retention: Guidance Dept. (Current +1 Year)

SCH002F, JULY 2021

11. Click "continue" once in cart to complete and submit the form.

SchoolCash Online MY ACCOUNT | ITEMS | MYWALLET | PAYMENT HISTORY 1

 Waterloo Catholic District School Board

What's In Your Cart?

Mary AATest
St Marys High School

Item Name	Qty	Price	
Post-Secondary Institutions, Disclosure of Information Consent Form 2021/2022 - St. Mary's High School - 2021/2022 Please check your choice(s): Name of Parent/Guardian OR Student Age Date/Time	1	No Cost	Remove
Only Ontario College Application Service (OCAS) ashley cidade			
Sep/20/2021/02/10/PM			
Total		\$0.00	

[Select More Items](#)  [Continue](#)

12. Enter payment information and continue to finish checkout.