



# Parent Registration Instructions for School Cash Online

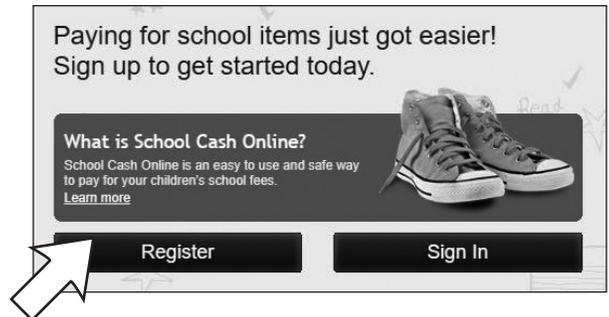
To enhance student safety and school efficiencies, Rocky View Schools (RVS) would like to reduce the amount of cash and cheques received by our schools. Please join other RVS' parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than five minutes to register. Please follow the instructions below to begin receiving email notifications regarding upcoming events involving your child(ren).

## If you are new to School Cash Online:

### Step 1: Register

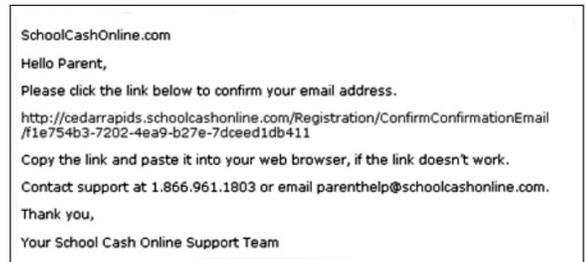
**Note:** If you require assistance registering, select the **SUPPORT** option in the top right hand corner of the screen

- If you have not registered before, please go to the School Cash Online home page <https://rockyview.schoolcashionline.com> and select the “**Get Started Today**” option.
- Complete each of the three Registration Steps. For Security Reasons your password requires **eight characters, one uppercase letter, one lowercase letter and a number.**



### Step 2: Confirmation E-mail

A registration confirmation e-mail will be forwarded to you. Click on the link provided inside the e-mail to confirm your e-mail address and School Cash Online account. The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your e-mail address and password just created with your account to sign in.



### Step 3: Find Student

This step will connect your child(ren) to your account.

- Select the **School Board Name.**
- Select the **School Name.**
- Enter **Your Child's Student Number** and **Last Name.**  
**Note:** the Student Number is located in the Grades and Attendance page in the **PowerSchool Parent Portal** and on the Fee Statement sent by the school. Please do not use the Alberta Student Number (ASN).
- 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.

### Step 4: View Items or Add Another Student

If you have more children or your child attends more than one school in RVS, select “**Add Another Student**” option and repeat the steps above. Five 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.

## If you have registered for School Cash Online in a previous year:

School Cash Online records are constantly updated so if a student moves to a different school within the same district, the student's information will be automatically updated. To confirm that all of your children are attached to your account, log in to SchoolCash Online <https://rockyview.schoolcashionline.com>. Select the “**My Account**” tab and “**My Students.**” If a child is not displayed you can use “**Add another student**” to attach them to your account.