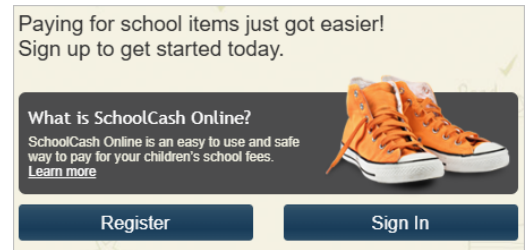


## Step 1: Register

- a) If you have not registered, please go to the School Cash Online home page <https://burnaby.schoolcashionline.com/> and select the "Register" option.
- b) 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: Add Student

This step will connect your children to your account.

- a) Select the **School Board Name**.
- b) Select the **School Name**.
- c) Enter Your Child's Student Number (optional), First Name, Last Name and Birth Date.
- d) Click on the **Confirm**
- e) On the next page confirm that you are related to the child, checking the Agree box and select **Continue**.
- f) Your child has been added to your account.

### Add Student

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

**Burnaby School District**

Type in the School Board name and select one from the list

2. Select School Name from the list

**Buckingham Elementary 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

**Confirm**

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

## Step 4: View Items or Add Another Student

If you have more children, select "*Add Another Student*" and repeat the steps above. (Up to eight children can be added to one parent account). Once you finalized this step, select "*View Items For Students*" option. A listing of available items for purchase will be displayed.