

## Create an account in [School Cash Online](#)



1. Click "Sign In" at the top right.
2. Find where it says, "New to SchoolCash Online?"  
» [Click here to register now](#)
3. Create a profile.
  1. Make sure to choose YES where it says, "Do you want to receive email notifications for new fees assigned to your student and updates on school-related activities?"
4. Confirm your new account through the email verification link sent to you at the email address you provided.
5. Sign in to your new account.
6. Add your student(s) information.
  1. Choose the school from the dropdown list provided
  2. You will need the student ID of each student. If you do not know it you can check the box that says, "I don't have the student number" and provide the first name, last name, and birthdate.
  3. Click Submit
7. Check the "I Agree" box and select your relationship to the student.
8. Choose an option:
  1. Add another student - repeat from step 6
  2. View items for students - You can find the insurance fee here.
  3. View my students