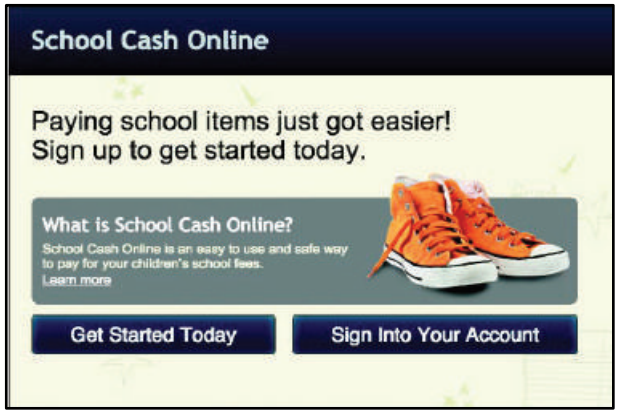
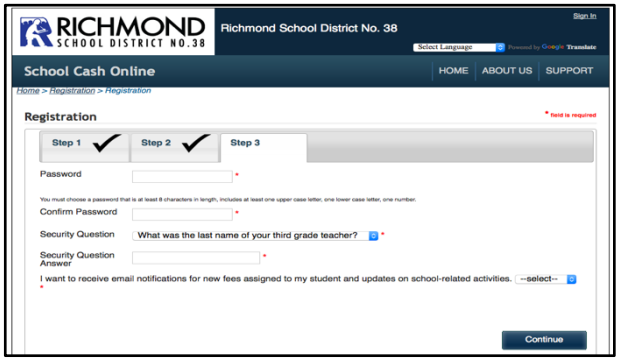
Let's get started!



1. Create Your Profile

Select the "*Get Started Today*" on the School Cash Online homepage:
https://richmondsd38.schoolcashonline.com
Complete Step 1, click on "*Continue*"
Complete Step 2, click on "*Continue*"
Step 3 will be the screen below.



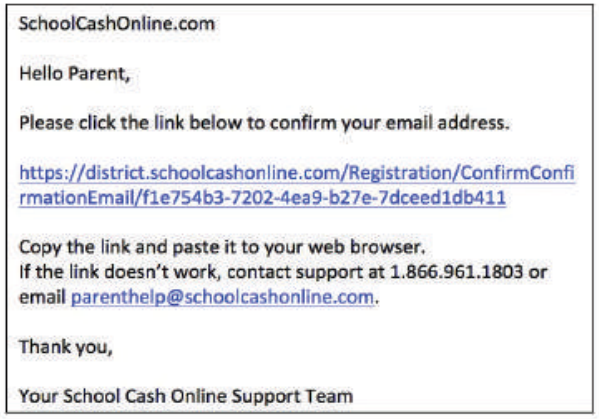
Be sure to select "Yes" to email notifications. Click on "Continue".

Note: your password must contain 8 characters, one uppercase letter, one lowercase letter and a number.

2. Confirm Your Email

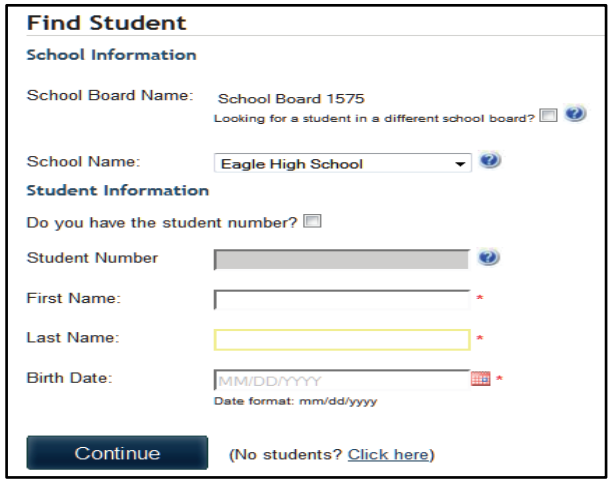
Check your inbox for the confirmation email and click on the confirmation link in the email. Remember to check your spam inbox if you don't receive the email.

Sign in using the email and password you just provided.



3. Add a student

Add a student to your account by filling in the required information about your child.



Note: When adding a student, you will need your child's pupil number. The pupil number is on the top of the Student Verification form that comes home in September or call the school office for your child's number.

View Items or Add Another Student

If you have more children you would like to add, select "*Add Another Student*" and repeat the steps above. Once you have all desired students added, select "*View Items for Students*", which will list all available items or activities for purchase.

4. How To Make A Payment

Sign In

Go to
https://richmondsd38.schoolcashonline.com
and click "*Sign Into Your Account*". Fill in your email/username and password.

View Items

Select the item that you would like to purchase and click "*Add to Cart*".

Check Out

Once you have finished adding items to you cart, press "*Check Out*" to make payment.

You can pay for multiple student's items in one Check Out.

Payment methods available:

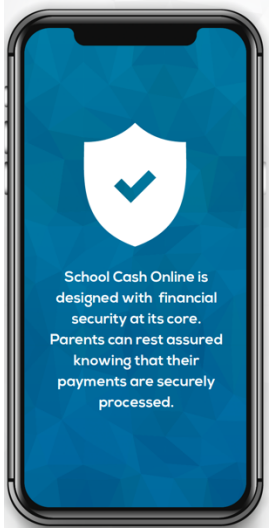
1. **Credit Card:**
   Mastercard or Visa are accepted.

2. **eCheque:**
   An electronic version of a paper cheque used to make payments online. To pay with an eCheque, enter your information on the payment screen and click submit.

Need Help Registering?

Please contact the school office (for pupil number) or contact the School Cash Online ***Parent Help Desk:***

- Support website:
  https://schoolcashonline.com/Home/Support
  Frequently asked questions, including step by step instructions
- Email:
  parenthelp@schoolcashonline.com
- Phone:1-866-961-1803
  (24hrs/day, 7 days/week)



FAQ

I've forgotten my login/password!
Click on the "*Forgot your password?*" link to reset your password. A temporary password will be sent to the email address registered with your account.

How secure are my purchases?
KEV Group's top priority is to keep your personal information safe. Go to **https://www.schoolcashonline.com/Home/Privacypolicy**
And see Security for security Policy and Privacy Policy.

What if I can't find my student?
Contact your school to confirm your student's pupil number.

What if I can't see any items?
Each school creates their own items for purchase and assigns them to the students. Once assigned, they will appear online under the student.

What emails will I get from School Cash Online?
Don't worry, we hate spam too! You will receive emails with your receipts and payment reminders when you have things to purchase.

RICHMOND SCHOOL DISTRICT NO.38

SchoolCashOnline

Powered by KEVGROUP

PARENT GUIDE

The Richmond School District uses School Cash Online, an online fee payment system which allows parents to pay online for student school supplies, field trips and other school related items.
For safety and efficiency reasons, the school district has implemented this service to reduce the amount of cash and cheques coming into our schools.

✓**Convenient** ✓**Safe** ✓**Secure**

Parents, the SchoolCashOnline is available in many languages.
Please go to
https://richmondsd38.schoolcashonline.com
choose the language you want and then create an account. Once created, you will be able to pay for your child's school supplies, field trips and other school related items.

亲爱的家长，学校网上支付(SchoolCashOnline)提供多种语言。请到这个网站
https://richmondsd38.schoolcashonline.com
选择所需的语言，然后注册一个帐户。您将可以为孩子的学校文具，外出活动和其他与学校相关的物品支付费用。