

For safety and efficiency reasons, St. Paul Education School Division would like to reduce the amount of cash & cheques coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

**NOTE: If you require assistance, select the *SUPPORT* option in the bottom right hand corner of the screen.**

**Step 1: Register**

1. If you have not registered, please go to the *School Cash Online*
home page https://sperd.schoolcashonline.com
2. 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: Find Student**

This step will connect your child to your account.

1. Enter the School Board Name.
2. Enter the School Name.
3. Ensure **“I do not have the student number”** box is selected
4. Enter Your Child’s Last Name and Birth Date.
5. Select ***Continue.***
6. On the next page confirm that you are related to the child, check in

the Agree box and select ***Continue.***

1. Your child has been added to your account.

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

If you have more children, select ***“Add Another Student”*** and repeat the step 3 above. Up to 8 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.