

**Register:**

- Visit [www.dsbn.org/schoolcash](http://www.dsbn.org/schoolcash) and select “Register Now”
- Complete the three registration steps
- **NOTE:** In Step 1, you must use **YOUR NAME** (and not your child’s name) to create your profile

**Confirm Your Account:**

- You will receive a confirmation email from School Cash Online
- Click on the link provided
- Sign in to your account using your email and password



**Add Student:**

- This step will connect your children to your account
- Confirm the school board name – DSBN
- Select our school
- Enter your child’s OEN number (from report card)
- Alternatively, you may enter your child’s legal name and birthdate (there is more room for error with this method)
- Select continue
- Confirm your child and select continue
- Your child has been added

**Add Student**

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

District School Board of Niagara

Change school board name.

2. Select a school

Select school...

Last Name

Birth Date

Date format: mm/dd/yyyy

**Confirm**

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

**View Items or Add Another Student:**

- If you have more children, select “Add Another Student” and repeat the above steps
- If you wish to view a listing of items available for purchase, click “View Items for Students”

**FREQUENTLY ASKED QUESTIONS:**

- Q Why do I get a reminder email if I have already purchased an item?  
 A This will only happen with “open orders” (items that can be purchased more than once).
- Q (i) What do parents do if they are separated/divorced?  
 A Either parent (or grandparent) can order for their child as long as they are registered.
- Q (ii) How will I know if something is paid for already?  
 A Some items are available for only one purchase (ie. Pizza), while other items may be available for more than one purchase (ie. Spirit Wear). You will know if it has already been purchased if it is not available to purchase.
- Q Are receipts available?  
 A Yes, there is an option to print one.
- Q What if I check the item list and there is nothing available for sale?  
 A There is nothing available for purchase at that time.