



Pay School Fees Online
 Secure credit card payment
 24/7 convenience
 Easy registration
 Register Now



Clara
 Brenton
 P.S.



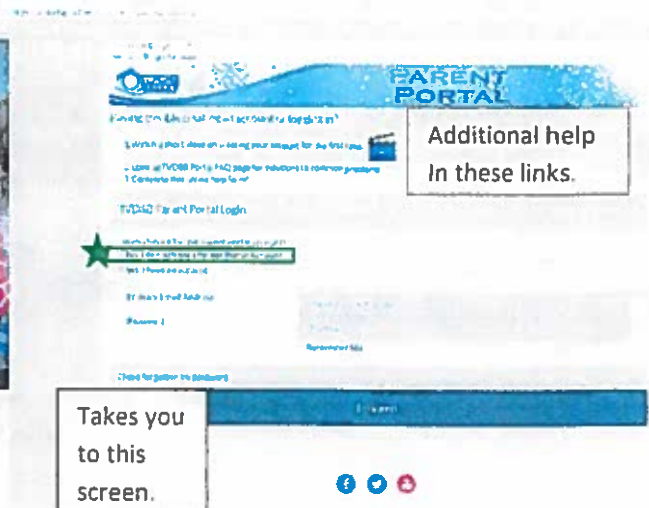
For safety and efficiency reasons, Thames Valley District School Board would like to reduce the amount of cash and cheques coming into our schools. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register.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

STEP 1: RETRIEVE THE STUDENT NUMBER FOR YOUR STUDENT(S)

- a) If you already have a Parent Portal account, Sign In and choose the second blue line under your student's name (see diagram at right) – School Cash Online Student Number Retrieval – go to Step 2.



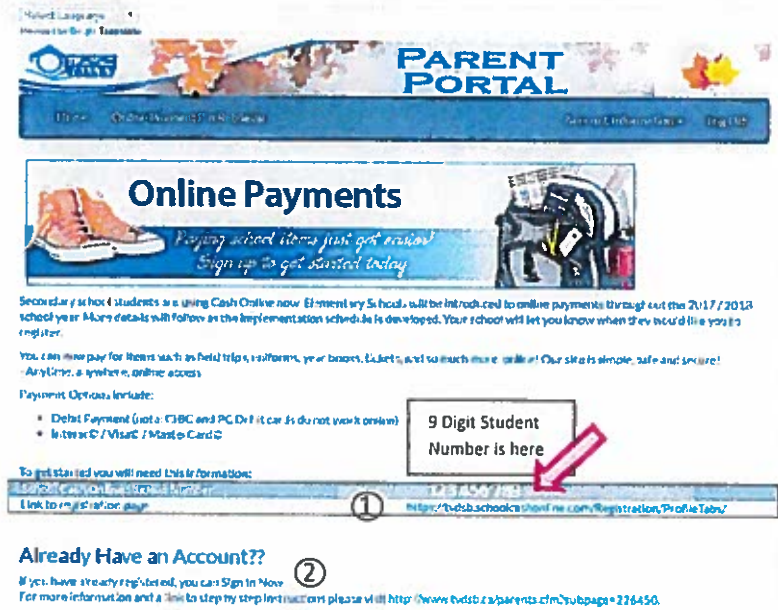
- b) If you do not already have a Parent Portal account, it is very easy to set up. Go to the Parents tab at the top of the www.tvdsb.ca website. Next, click on Parent Portal. In the Parent Portal, select: **© No, I do not have an account.** You will be prompted to enter the email address we have on file for you. You will now receive an email with a link to complete the account set up. When you are in your Parent Portal account, follow (a) above and then move to Step 2.



STEP 2: COPY EACH STUDENT NUMBER FOR REGISTRATION and /or ADDITION TO SCHOOL CASH

- a) We arrive at this screen by clicking on the School Cash Online Student Number Retrieval blue line from Step 1. Click on this line for each of your students at Clara Brenton and jot down their student number.

**** NOTE:** If you have a child in Secondary School and already have a School Cash account for that student, you will NOT be creating a new account for your Elementary student(s).



When you have the student number for each of your children copied, click on one of two links on this page. ① If you are creating a new account OR ② if you are adding student(s) to your existing account.

STEP 3: CREATE YOUR ACCOUNT AND ADD STUDENT(S) TO YOUR ACCOUNT

- a) You will create ONE account for yourself. The account is specific to you and your email address that we have on file, not to the student. Mom may have one account and Dad may have a separate account under his own email. Each parent can pay for items for their student(s).
- b) Registration is simple fill-in-the-blanks (name, address, email, etc...) and you will receive an email confirmation.
- c) When signed in to your new School Cash account, click on the Add Student box. Enter the school name and the student information, using the student number from Step 2. You are now ready to view items as they become available for your student and to pay for these items with a few simple clicks of the mouse!

