

June 1, 2016

Dear Parent/Guardian,

This letter is to inform you that the Lakehead Public Schools will now be offering School Cash Online as its preferred method of payment for all school fees, including everything from field trips to yearbooks.

School Cash Online helps parents and community members pay school-related fees safely, quickly and easily. By using School Cash Online, you help increase efficiency and security at schools by making payments directly into your school's bank account. This allows teachers and secretaries to focus on helping students, and not counting cash. Plus, you get to stay informed of your child's activities and needs!

Powered by KEV Group, School Cash Online is the industry leader in school financial management. The new system puts all of the school fees available to your student online for purchase. Schools post their items and activities through the system and assign the relevant fees to your student. You can then choose to purchase these fees online through three different methods, including credit cards. You can also stay informed and keep track of which school fees require your attention.

You are now able to register – a simple task that takes less than two minutes – by visiting <https://lakeheadschoools.schoolcashonline.com> or visiting our website at www.lakeheadschoools.ca and navigating your way to the School Cash Online page. You will need your child's OEN number (which can be found on your child's report card), last name, first name and date of birth to register. Should you encounter any difficulties, you can use the KEV 24 hour parent help desk at **1(866) 961-1803** or by visiting schoolcashonline.com/Home/Support.

Sincerely,

The Accounting Department
Lakehead District School Board

Welcome to School Cash Online

What is School Cash Online?

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows you as a parent, to add your students, make payments, check current balance/account history, print or view receipts, and receive notifications about upcoming events.

Why Use School Cash Online?

With School Cash Online, you can pay your student's school fees with the click of a button. Wherever. Whenever. Trips to the school to drop-off cash or sending your student with money will be a thing of the past. School Cash Online also enables you to keep track of your student's school items and activities.

Purchase these items and more online.



Which Payment Methods are Accepted?



Credit Card

Pay with Visa or MasterCard on School Cash Online by entering your credit card number, CVV number (the three digits on the back of your card), card expiry date, and billing information.



eCheck

An electronic version of a paper check used to make payments online. Anyone with a checking or savings account can pay by eCheck through School Cash Online.



myWallet

An online wallet that can be loaded to hold funds and pay for your child's fees on School Cash Online. myWallet also allows you to allocate funds to pay for school fees at a later date, as you would with a gift card.

How to Register

Follow these instructions to create your School Cash Online account today.

- 1 **Create Your Profile:**
Go to <https://lakeheadschoools.schoolcashionline.com/> and click on "Get Started Today".
- 2 **Confirm Your Email:**
Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.
- 3 **Add a Student**
Click "Add Student" and fill in the required fields with your child's details.

SchoolCashOnline

For safety and efficiency reasons, Lakehead Public Schools would like to reduce the amount of cash & checks 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 top right hand corner of the screen.

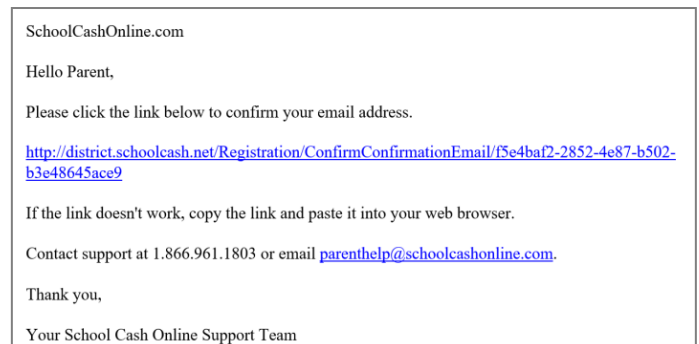
Step 1: Register

- If you have not registered, please go to the School Cash Online home page <https://lakeheadschoools.schoolcashonline.com/> and select the **“Get Started Today”** option.
- 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

Note: Your child's OEN Number is Required. It can be found on your child's report card. Please be sure to use the OEN Number in the field labelled as student number during your registration process.

This step will connect your children to your account.

- Enter the School Board Name
- Enter the School Name
- Enter Your Child's Student Number (OEN)
- Enter Your Child's First Name, Last Name & Birth Date
- Select **Continue**
- On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
- 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 steps above. 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.

Find Student

School Information

School Board Name: School Board 1575
Looking for a student in a different school board?

School Name: Eagle High School

Student Information

Do you have the student number?

Student Number

First Name: *

Last Name: *

Birth Date:
Date format: mm/dd/yyyy

Continue

(No students? [Click here](#))

SCHOOL CASH ONLINE – KEEP HANDY

PARENT HELP DESK

School Cash Online – Parent Help Desk

1-866-961-1803

parenthelp@schoolcashonline.com

Note: staff are able to assist them with registering, password recoveries, finding their students and any check out or payment issues.

SECRETARY HELP DESK

Margaret Stajkowski - 625-5153

margaret_stajkowski@lakeheadschoools.ca

Melissa Turner – 625-5155

mturner@lakeheadschoools.ca



SchoolCashOnline

 KEY GROUP

FAQs



lakeheadschoools.schoolcashonline.com

Got a question?
We have answers!
Check out our frequently asked
questions below:



Help! 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?

School Cash Online is committed to protecting your information. We adhere to the Personal Information Protection and Electronic Documents Act (Canada) (PIPEDA), Canada's anti-spam legislation (CASL) and are compliant with the latest industry standards for payment card security (PCI). For more information, please visit: www.schoolcashonline.com/Home/Privacypolicy



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.



What if I can't find my student?

Contact your school to confirm your student's details (name, birthday, student #) to ensure it matches exactly what was entered in your school's records.



What if I can't find my school?

Depending on your district, not every school may be starting School Cash Online at same time. Please confirm with your school if the school is participating in offering this to parents.



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. Please contact the school if you do not see the item you are looking for.



Do I need to re-register a student that moves to a different school?

If the student is moving to another school within the district, and School Cash Online is available for that school, then the items for the student will automatically be updated to reflect the new school.

If the student is moving outside the district or to a school that does not have School Cash Online, the student will be de-activated in School Cash Online.



What if I want a refund?

Please contact your school office if you would like to request refunds for any items purchased. MyWallet balances can be refunded by sending a request to myWallet@kevgroup.com

Need Help?

Contact Parent Help Desk



1.866.961.1803



parenthelp@schoolcashonline.com

lakeheadschools.schoolcashonline.com

