



School Cash Guide



Scan the QR Code or Click the Link Below:

<https://www.schoolcashonline.com/>

1



Create Your Account

Fill out required information: First Name. Last Name, Email Address. Create a Password. Select a Security Question and answer. Click "YES" for email notifications.

2



Verify Your Email

Check your email inbox for a verification email from SchoolCash Online. If you do not see the email, check your Spam or Junk folder.

3



Sign In

After verifying your email, log in to your SchoolCash Online account using your email address and password

4



Add Your Student

Step 1: After verifying your email, log in to your SchoolCash Online account using your email address and password.

Step 2: In the School Board tab type in "River City Science Academy":

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

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Step 3: Select School Name from the list:

2. Select School Name from the list

River City Science Academy Middle High School

Step 4: Enter student information:

Please do not include an "S" before the student ID number. If you are unsure of your student ID number, please email horne@rivercityscience.org. Then, enter the student's last name and birth date.

3. Enter student information

Student Number

I don't have the student number.

Last Name

Birth Date

Date format: mm/dd/yyyy

Step 5: Confirm student information:

Confirm that the information is correct, then click the "I Agree" button and select your relationship to the student.

Add Student

Confirm student information

Jane Doe

Student Number: 123456

River City Science Academy Middle High (River City Science Academy)

I certify that I am related to this student, that I am selecting this student in order to pay a fee, and legally entitled to view information about this student.

Agree *

Relationship

Select relationship...

Back

Continue

Step 6: Student added successfully:

All done! You may add another student, view your student's items, or view your students.

Student Added Successfully

You have successfully added a student to your account.

- [Add Another Student](#)
- [View Items For Students](#)
- [View My Students](#)