



NEWTONBROOK SECONDARY SCHOOL

155 HILDA AVENUE, NORTH YORK, ONTARIO M2M 1V6 TELEPHONE (416) 395-3280 FAX (416) 395-4459

Dear Parent/Guardian,

The Toronto District School Board will soon be launching School Cash Online for Newtonbrook Secondary School. This is an easy to use, safe and convenient way for parents/guardians to pay for their children's school fees, including such things as class trips, sportswear, & fundraising activities. School Cash Online will be available to our school starting in November 2017.

All school fees applicable to your child will be posted on School Cash Online. Once you register, you can choose to purchase the items or activities using a debit or credit card. You will be able to see when the school has a new item posted online for purchase and you will also have the option to be notified whenever your child has a new school event requiring payment. Your child's identity is recognized by their legal name and their DOB (Date of Birth)

Registration for Newtonbrook SS will be open this November, 2017. To register for School Cash Online, please visit <https://tdsb.schoolcashionline.com> select "Get Started Today" and complete the three registration steps. You can choose the language you prefer to use in the top right corner. For more information on the registration process, please see the handout attached to this letter. Once registered, you will receive an email notification when items become available online.

If you have questions about the registration process or using School Cash Online, please select the "Get Help" option on the top of School Cash Online web page. You can also contact the School Cash Online Parent Help Desk at 1-866-961-1803 and parenthelp@schoolcashionline.com. The Parent Help Desk is available to assist parents/guardians with the registration process, password recovery, accessing your account or payment issues. On the reverse side of this page you will find additional instructions on how to register.

Sincerely,

Saverio Zupo
Principal



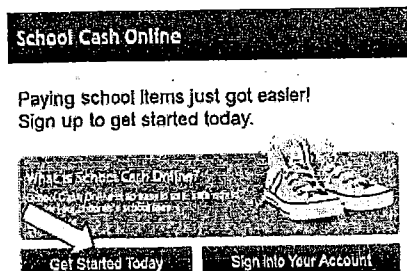
SchoolCashOnline

The Toronto District School Board is launching School Cash Online, an easy to use, safe and convenient way for parents and guardians to pay for their children's school fees, including agendas, yearbooks and class trips. To register for School Cash Online, please follow these step-by-step instructions.

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

Step 1: Register

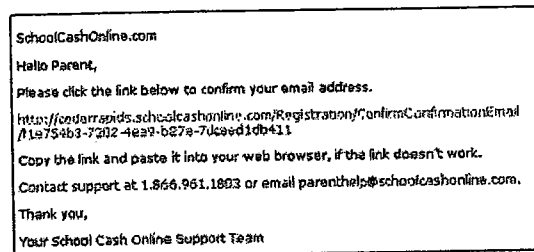
- If you have not registered, please go to the School Cash Online home page <https://tdsb.schoolcashionline.com/> and select the **"Get Started Today"** option.
- Complete each of the three Registration Steps
*For Security Reasons your password, requires **8 characters**, **one uppercase** letter, **one 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 the email address and password just created with your account.



Step 3: Find Student

This step will connect your children to your account.

- Enter the School Board Name
- Select the School Name
- Enter Your Child's First and Last Names
- Enter Your Child's Date of Birth
- Select **Confirm**
- 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"** option and repeat the steps above. Five 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.

Stay connected! Be sure to select the option to receive email notifications when new items become available, selecting **"Yes"**.

- I want to receive email notifications for new fees assigned to my student and updates on school-related activities.

Add Student

- Type in the School Board name and select one from the list
Toronto District School Board
 Change school board name.
- Select a school
Select school...
- Enter student information
Student Number I don't have the student number.
First Name
Last Name
Birth Date
Date format: mm/dd/yyyy

Confirm I don't want to add a student