

# School Cash Online – for all school & class forms and permissions

## **Step-By-Step Registration Process**

\*Please remember that all of our permission forms (including NO COST events) are filled out online now.

\*It is very important that you sign up so that you don't miss information from the school.

### **Register your School Cash online account**

1. Visit [www.dsbm.org/schoolcash](http://www.dsbm.org/schoolcash)
2. Select Register Now
3. Complete the three step registration process

**NOTE: You must create your profile using YOUR name and NOT your child's name**

### **Confirm Your Account**

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

### **Add A Student**

This will connect your children to your School Cash online account

- Confirm the school board name – DSBM
- Select our school
- Enter your child's name and birthdate
- Select continue
- Confirm your child and select continue

Your child has now been added

### **Add Another Student**

If you have more than one student, you will need to:

- Select add another student
- Repeat the steps above

**When ordering: check to make sure your purchase has gone through under Payment History so you don't miss a Purchase or Permission Form!**