

For Safety and Efficiency Reasons, [MANACHABAN MIDDLE SCHOOL](#) would like to reduce the amount of Cash & Cheques coming into our school. Please join other Rocky View Schools 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).

For added convenience, the 2016-17 Instructional Resource Fee can be paid in up to 3 monthly installments when paid online. In your student's account select the fee item then select "Installments". Choose the number of payments you prefer, to a maximum of 3. Payments will be automatically withdrawn on the first day of each month. The option to pay with recurring payments will be available until November 30, 2016.

**NOTE: If you need help registering, select the GET HELP 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://rockyview.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.

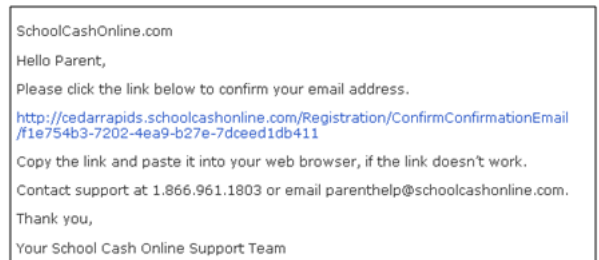
The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



## Step 3: Find Student

*This step will connect your children to your account.*

- Enter the School Board Name
- Enter the School Name
- Enter Your Child's Student ID number and Last Name  
**Note: the Student ID number is located in the top right hand corner**
- 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" option and repeat the steps above. 5 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.

### Add Student

- Type in the School Board name and select one from the list  
Rocky View Schools  
 Change school board name.
- Select a school   
Manachaban Middle School
- Enter student information  
Student Number  \*  
Last Name  \*

[I don't want to add a student](#)