Adding a Student – School Cash Online

- Click on "My Account" at the top of the webpage
- Select "My Students" from the drop down menu

- Select "click here to add a student"

- DDSB is automatically selected from registration
- Select "Dr. SJ Phillips" as the "School Name"
- Enter the student's **OEN** _not_ the "Student Number" and the student's _**legal**_ last name as registered with the school board
- Press Confirm

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- A confirmation page will appear with the student's name & OEN
- Select "I Agree" and your relationship with the student from the drop down menu
- Click continue
- (Refer to items section for finding items attached to student)

Add Student   * indicates a required field

Confirm student information

~~Student Name~~
Student Number ~~▆▆▆▆▆~~
Dr. S.J. Phillips P.S. (Durham District School Board)

> 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.
>
> ☐ I Agree *

Relationship
Select relationship... ▾

Back   **Continue**