

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”

My Students

There are currently no students added to your account. [Click here to add a student.](#)

[Back](#)

If you have any concerns about the privacy or security of your student information please visit the [support page](#).

- 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

Add Student


* indicates a required field

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

Durham District School Board

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

2. Select School Name from the list 

Select school... 

3. Enter student information

Student Number *

Last Name *

[Confirm](#)

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

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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 Number [REDACTED]
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...

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Continue