

Westbrook School uses School Cash ONLINE to receive payments for purchases such as field trips and other items as they come available. To register for School Cash online please follow the following instructions:

### **School Cash ONLINE**

<https://rockyview.schoolcashonline.com>

#### **Step 1: Register**

1. If you have not registered, please go to the School Cash Online homepage <https://rockyview.schoolcashonline.com> and select “**GET STARTED TODAY**” option
2. Complete each of the 3 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 you just created with your account.

#### **Step 3: Find the Student**

This step will connect you children to your account.

1. Enter the School Board Name – Rocky View Schools
2. Enter the School Name
3. **\*\*Enter your child’s Student ID Number and Last Name**  
*If you require your child’s PowerSchool ID number, please contact the office, where we would be pleased to assist you!*
4. Select Continue
5. On the next page confirm that you are related to the child, check in the Agree box and select Continue.
6. 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.