

Create a free SchoolCash Online account today so you're ready to pay for your child's school items and activity fees!

- Keep track of your child's school items and activity fees. Pay for school fees anytime, anywhere, with a simple click.
- Receive email notifications of fees or items connected to your students.
- Check your account history and view and print receipts.

How to see items/fees for your students

The sign-up process has two steps: 1) Create a free SchoolCash Online account; 2) Add your student(s) to your account profile. There are two ways to create an account:

1. Our SchoolCash system sends an invitation email to primary guardians, who can click a link in the email to start the registration process and attach their student(s) to their profile. Keep an eye out for this email!
2. Alternatively, if you missed the email, any parent can create an account by visiting our district's SchoolCash Online page. See instructions below.

How to create an account

1. Go to <https://newwestschools.schoolcashonline.com> and click **Register**.
 - a. Type your first name, last name, and email address, and create a password.
 - b. Select a security question.
 - c. Select YES to receive email notifications. **You will not receive any marketing emails.** Selecting YES enables the system to send you fee notifications.
2. SchoolCash Online sends you a confirmation email. Check your Spam folder if you don't see it.
3. Use your email address and password to log in.

How to add students to your account

1. Sign in to SchoolCash Online:
<https://newwestschools.schoolcashonline.com>.
2. At the top of the page, navigate to MY ACCOUNT.
3. From the dropdown menu, select My Students.
4. Click to add a student:
 - a. Type in your School Board Name.
 - b. Select your school name from the list.
 - c. Enter student details. The system is fully secure, with PCI certification.
 - d. Click Confirm.

How to make a payment

1. Within the SchoolCash system, you can view all items attached to the students you've added to your account profile. Select the item which you would like to purchase and click "Add to Cart."
2. Once you have finished adding items to your cart, select "Check Out" to make a payment. The system is safe and secure, with PCI certification.