



Kate S. Durdan Public School uses School Cash Online, a safe and secure online portal, that gives you the freedom to approve permissions forms electronically and make payments for school items and events using echeque, credit or debit card.

**With School Cash Online, you will be able to approve permission forms and make payment for trips online.
Rather than sending cash to school with your child on pizza days, you can pre-order online.
The preferred method of payment for item purchases at Kate S. Durdan is School Cash Online.**

To learn more about School Cash Online and to register, visit dsbn.org/schoolcash or you can link through the Kate S. Durdan website at <http://katedurdan.dsbn.org>. Please note that School Cash Online offers instructions in various languages. Please do not hesitate to contact the school at 905-356-0488 if you require assistance.

Separate Accounts for Parent/Grandparents

Students can be added in up to five different "parent" accounts.

User Registration

Step 1 – Enter your first and last name.

Step 2 – Enter your demographics (address, phone, e-mail)

Step 3 – Password – set up your password

**** I want to receive email notifications for new fees assigned to my student and updates on school-related activities.
At least one parent should be receiving e-mail notifications to stay informed of new purchases (eg: pizza days).**

Add a Student

Student Number – leave the box checked (I don't have the student number).

Enter First and Last Name (Legal name).

Birthdate – MM/DD/YYYY must be in this format.

Make sure there are no spaces before or after the names. CONFIRM.

If there is more than one child, continue adding students.

There are 5 tabs on the Home Page. You can check ITEMS and PAYMENT HISTORY at any time to see if you have placed an order. If you are using "MY WALLET, you have to transfer money to My Wallet either by E-Cheque or using a VISA or MasterCard. You then have to place your order and use My Wallet to pay for your purchases.

HOME

- You can choose a Language
- Shopping Cart / Check Out

ITEMS

- Displays items available to purchase.

MY WALLET

- Add funds to My Wallet
- View Transaction History

PAYMENT HISTORY

- Displays record of payments

MY ACCOUNT

- Edit Personal Information
- Change Password
- My Students
- Add Another Student
- Manage E-mail Notifications