

School Cash Online

Software/Hardware: KEV SCO
Revised Date: 7/16/2014
Supersedes Date: 7/16/2014

Navigation

Bread Crumbs: www.matsuk12.us Parent>Quicklinks>Parent Forms and Docs

URL: http://www.matsuk12.us/cms/lib/AK01000953/Centricity/shared/msbsd_forms/accounting/School%20Cash%20Online%20FAQ.pdf

Introduction

What Is School Cash Online?

School Cash Online is an easy to use, safe way to pay for your children’s school fees. Now, with a few clicks, you can pay for your child’s yearbook, class trips and so much more from your own home. All you have to do is register an account, attach your children and in no time you will be able to make payments online. We accept many different payment forms so come in and check us out!

Why Use School Cash Online?

Convenient Make secure payments 24/7 from the comfort of your home

Easy To Use Online shopping with various payment methods

Safe Your child won't be carrying cash or checks to and from school

Saves Time Manage your school expenses and view payment history in one place

For safety and efficiency reasons, MSBSD would like to reduce the amount of Cash & Checks coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register.

Below are step by step directions to help you with School Cash Online. Choose the task you need assistance with:

- Creating a School Cash Online account: [MSBSD Family](#)
- Creating a School Cash Online account: [Non-MSBSD Family](#)
- Paying Athletic/Activity Fees: [MSBSD Family where student is participating in athletics at enrolled school](#)
- Paying Athletic/Activity Fees: [Non-MSBSD Family or MSBSD Family paying fee at alternate school \(Mat-Su Central student playing football at PHS\)](#)
- [Verification Process for iPlay Registration](#) – Receipt URL

Questions

Help Desk, IT Department: 907.761.4046 or helpdesk@matsuk12.us

CREATING AN ACCOUNT: MSBSD FAMILY

NOTE: If you require assistance, select **GET HELP** option in the top right hand corner of the screen.

Step 1: Register

If you have not registered, please go to the *School Cash Online* home page <https://matsu.schoolcashonline.com/> and select **"Get Started Today"**.

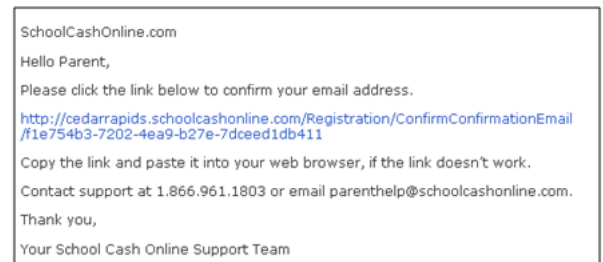
*For Security Reasons your password, requires **8 characters**; **one uppercase** letter, **one lowercase** letter and a **number**.



Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided 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.



Step 3: Find Student: **Student Number Not Required**

This step will connect your children to your account.

- Confirm School Board Name
- Select School
- Enter Student Number and Last Name
 - If you don't know student number click the checkbox & enter first, last & birthdate
- Select **Confirm**
- On next page confirm that you are related to the child by checking the Agree box and selecting **Continue**.
- Your child has been added to your account

Add Student

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

Matanuska-Susitna Borough School District
 Change school board name.

2. Select a school

Big Lake Elementary

3. Enter student information

Student Number *

I don't have the student number.

Last Name *

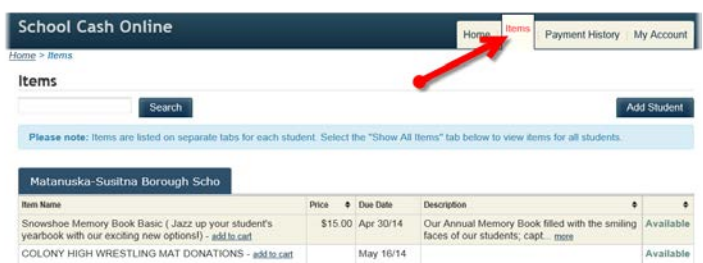
Confirm

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

Step 4: View Items/Add Another Student

If you have more children, select **"Add Another Student"** and repeat Step 3. Five children can be added.

Choose **"View Items For Students"** to see a listing of available items for purchase for your students.



CREATING AN ACCOUNT: NON-MSBSD FAMILY

NOTE: If you require assistance, select **GET HELP** option in the top right hand corner of the screen.

Step 1: Register

If you have not registered, please go to the *School Cash Online* home page <https://matsu.schoolcashonline.com/> and select **"Get Started Today"**.

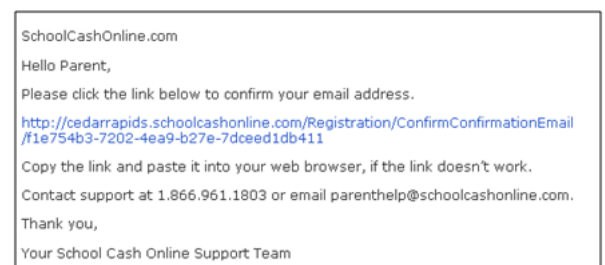
*For Security Reasons your password, requires **8 characters**; **one uppercase** letter, **one lowercase** letter and a **number**.



Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided 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.



Step 3: Add Student Screen

You do not need to connect any children to your account.

Click on the "I don't want to add a student" link at the bottom. The system will give the opportunity to add a student each time you log in, if you don't have an MSBSD student just click the link.

Add Student

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

Matanuska-Susitna Borough School District

Change school board name.

2. Select a school

Select school...

3. Enter student information

Student Number

I don't have the student number.

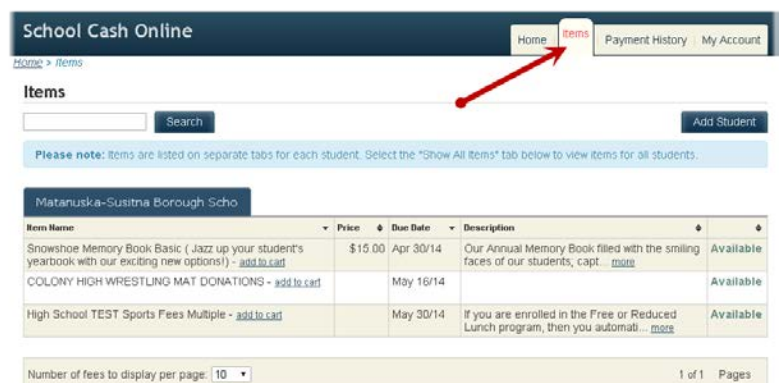
Last Name

Confirm

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

Step 4: Item Options for Non-MSBSD Families

Choose **"Items"** to see a listing of available items to purchase for MSBSD and Non-MSBSD Families.

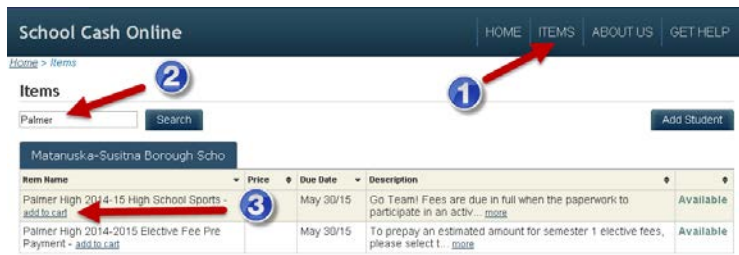


PAYING ATHLETIC/ACTIVITY FEES

Non-MSBSD families or MSBSD students participating in athletics at alternate school

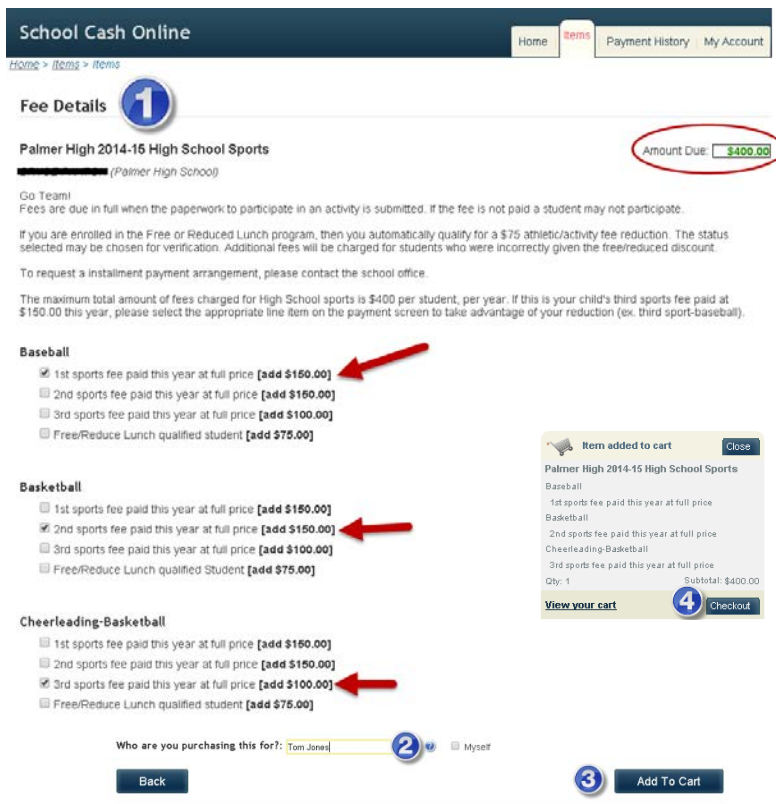
Step 1: You will not need to log into SchoolCashOnline to pay fees - If you are logged in, log out

1. Choose the ITEMS tab at top right
2. Enter a portion of the school name and click search to filter for their items
3. Choose "add to cart" when you find the desired High School Sports item



Step 2: Fee Details Screen

1. On this screen you will choose the sport(s) and the fee schedule that is based on:
 - a. Free/Reduced Lunch status
 - b. Total paid for student by school year – total athletic fees per student each year will not exceed \$400
- You can pay for multiple activities at once.
- As you choose subsequent activities choose 2nd and 3rd sports fees and the system will calculate the fees accordingly
- The amount due will show at the top right
2. Uncheck Myself and enter the name of the participating student
3. Click Add to Cart and you will see a Cart popup.
4. Choose Checkout if you are satisfied with the contents of your cart.



Step 3: Confirm items, choose continue, select Payment method and pay fee.



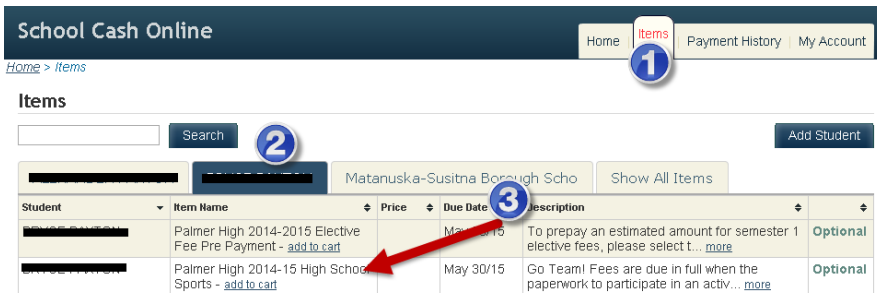
Step 4: [Click for instructions to Collect Receipt URL for iPlay verification](#)

PAYING ATHLETIC/ACTIVITY FEES

MSBSD families where student is participating in athletics at enrolled school

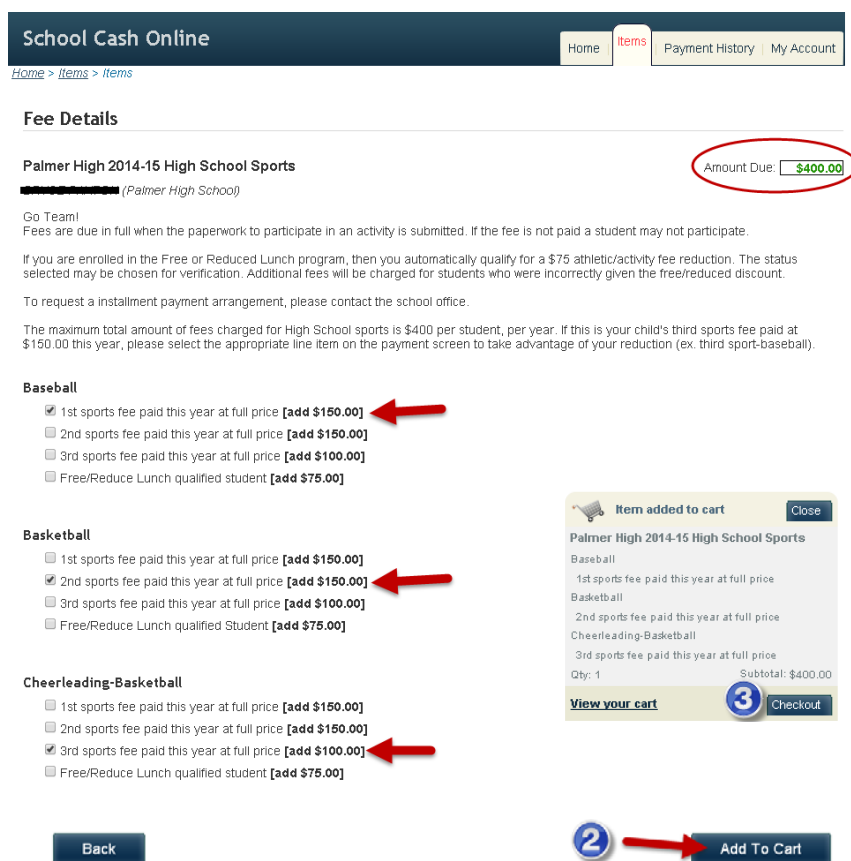
Step 1: Item Options

1. Click on the item tab
2. You should see your student(s) name on the tabs. (Example names blacked out)
3. You will see your School's High School Sports. Click "add to cart"



Step 2: Fee Details Screen

1. On this screen you will choose the sport(s) and the fee schedule that is based on:
 - a. Free/Reduced Lunch status
 - b. Total paid for student by school year – total athletic fees per student each year will not exceed \$400
 - You can pay for multiple activities at once.
 - As you choose subsequent activities choose 2nd and 3rd sports fees and the system will calculate the fees accordingly
 - The amount due will show at the top right
2. Click Add to Cart and you will see a Cart popup.
3. Choose Checkout if you are satisfied with the contents of your cart.



Step 3: Confirm items, choose continue, select Payment method and pay fee.



Step 4: [Click for instructions to Collect Receipt URL for iPlay verification](#)

VERIFICATION PROCESS FOR iPLAY – COLLECT RECEIPT URL

1. Once you've paid your sport fee a receipt should pop up.

You can also access this screen by opening the **Payment History** tab and clicking on the **View receipt** link for the activity.

Matanuska-Susitna Borough School District

School Cash Online

Home | Items | **Payment History** | My Account

Home > Payment History

Payment History

Date	School Board	Status	Total
September 30, 2013	Matanuska-Susitna Borough School District • [Redacted] (Palmer Junior Middle School) - 1 item(s) ◦ FY14 EXPLORATORY	Success	\$40.00
November 19, 2012	Matanuska-Susitna Borough School District • [Redacted] (Palmer Junior Middle School) - 1 item(s) ◦ Basketball	Success	\$60.00

2. The receipt will open in a new browser window.

Copy the URL in the address bar. To copy select the whole address and either:

- a. Right Click and choose Copy
- b. Use Ctrl+C

3. You will be pasting this URL into the iPlay registration form. If you are using the iPlay Checklist you can also paste it in the box in the fee section.

To paste you will click in the text area box and either:

- a. Right Click and choose Paste
- b. Use Ctrl+V

https://matschoolcashonline.com/Receipt/PrintReceipt/1390954

Print this page | Close

RECEIPT

Palmer High School
2nd Semester

Receipt #: 1573176
\$20.00
Total: \$20.00 USD

Purchased By: [Redacted]
Palmer, Alaska 99645
UNITED STATES

Tender: CreditCard
Reference #: 1390954
Purchase Date: Feb 10, 2014

SchoolCashOnline.com