

## How to Set Up Your Child's School Cash Online Account

Start at the Stewarts Creek Elementary School Website: [www.sce.rcschools.net](http://www.sce.rcschools.net)

On the "Parents" Menu, click on "School Cash Online"

The screenshot shows the homepage of Stewarts Creek Elementary School. The navigation menu includes ABOUT US, ACADEMICS, STUDENTS, PARENTS, and CONTACT. The PARENTS menu is expanded, showing options like 'Be a SUBSTITUTE TEACHER', 'Bus Routes', 'Cafeteria Payments', 'School Cash Online' (highlighted with a yellow box and a yellow arrow), 'RCS Parent Resources & Information', 'Childcare Provider List', 'Information Now Portal', 'Office Download Information', 'Parent Resources', and 'PTO'. Below the navigation is a banner for 'RUTHERFORD COUNTY SCHOOLS' with a QR code and a 'WE'RE HIRING' sign. At the bottom, there are icons for Directory, Registration, Me, PTO, and Transportation.

Click on "Register"

The screenshot shows the SchoolCash Online registration page. At the top, it says 'SchoolCash Online' and 'RCS Rutherford County Schools'. Below is a banner with the text 'Paying for school items just got easier! Sign up to get started today.' There is a 'What is SchoolCash Online?' section with a 'Learn more' link. A red arrow points to the 'Register' button. Below the banner, there are logos for 'Best in Class Security Gives You The Best Protection' (CSAE 3416 and SSAE 16) and a 'Why Use SchoolCash Online?' section with the text 'Convenient Make secure payments 24/7 from the comfort of your home'.

### User Registration

#### Create Your Profile

First Name

Last Name

Email

Password   
Password strength: Your password must contain at least 8 characters, one upper

Confirm Password

Security Question

Security Answer

Fill in the information about you, the adult - the parent information is what needs to go in this area.

Once complete, click the "continue" button.

Do you want to receive email notifications for new fees assigned to your student and updates on school-related activities?

--select--

Choose a preferred language for e-mails

You can withdraw consent to receive email notifications from KEV group any time by logging in SchoolCash Online and going to 'My Account settings' located in the top right side of the page and clicking on 'Manage Email Notifications' to remove your consent.

Continue

An email will be sent to the email address you provided in the first step - go to your email account and find that email.

### Confirmation Email

Thanks! Please check your email inbox.

We've sent you an email to confirm your email address. Please click the link in the email to complete your registration.

#### Didn't get the email?

1. Check your spam/junk folder.
2. Add mailer@schoolcashonline.com to your address book to help emails from us avoid your spam filter.
3. To request a new verification email [click here](#).

Confirm your email address by clicking on the link sent to you.

SchoolCash Online: Confirm Your Email Address  Inbox x

School Cash Online - Rutherford County Schools <noReply@schoolcashonline.com>  
to me ▾

Hello 

Please click the link below to confirm your email address.

<https://rcschools.schoolcashonline.com/Registration/Confirm>

If the link doesn't work, copy the link and paste it into your web browser.

Thank you,

Your SchoolCash Online Support Team

Your registration is now complete -  
click on the link to sign in, so that you can pay for your child's field trip.

»

## Registration Complete

Thank you for confirming your email address. [Click here to sign in!](#)



## SchoolCash Online

### Sign In

Email Address

Password

[Forgot your password?](#)

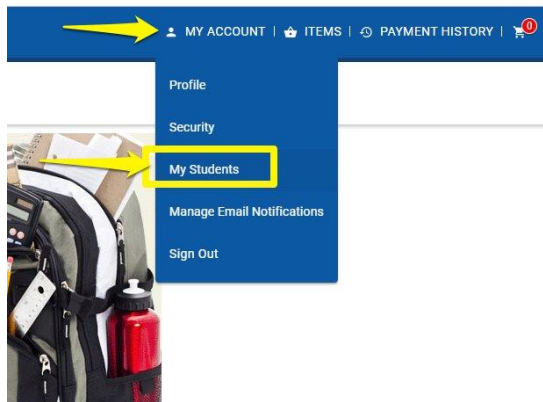
Remember me

**SIGN IN**



The screen looks different to sign in to your account.

Type your (the parent) email address that you just confirmed, your password, then click on the "sign in" button.



In the upper right hand corner, click on "MY ACCOUNT", then click on "My Students"

### My Students

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

**Back**



Click on "Click here to add a student"

## Add Student

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

Rutherford County Schools

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

Birth Date

Date format: mm/dd/yyyy

Confirm

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

Now, you will need to add your student. You will need your child's "Student Number" - this is their password number, the number your child uses to sign into computers at school every day. **Your child's teacher can provide this number to you if needed.**

Make sure the birthdate is in the form of 2 digits for month, 2 digits for day, and 4 digits for year. Example: 01/05/2014

Fill out all this information, then click on the "confirm" button.

## Add Student

### Confirm student information

Stewarts Creek (Rutherford County Schools)

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.

Agree \*

Relationship

Select relationship...

Back

Continue

Next you (the parent) will need to certify that you are related to the student you are registering.

Checkmark "agree", select your relationship to the student, then click the "continue" button.

## Student Added Successfully

You have successfully added a student to your account.

- [Add Another Student](#)
- [View Items For Students](#)
- [View My Students](#)

You should get a message that says your student has been added successfully.

Click on "View My Students"

My Students

Rutherford County Schools

Pay Items | Remove  
Mother  
Stewarts Creek Elem School

click on "Pay Items"

Pay items for students in the Rutherford County Schools school board.

Add another student

Back

Items

Search

Add Student

Rutherford County Schools Show All Items

Student	School	Item Name	Price	Due Date	Status
	Stewarts Creek Elem School	2nd Grade Field Trip to Nashville Zoo - 2021/2022 Friday, May 6, The Second grade will go to the Nashville Zoo. <a href="#">View Item</a>		Apr 24/22	Required

Can't find an item? Each school creates its own items for purchase and assigns them to its students. Once assigned, items will appear under the student's tab. If you can't find an item, the item may not be available for purchase, has expired, or is not assigned to your student.

click on "view item"

Number of fees to display per page: 10

1 of 1 Pages

Fee Details

2nd Grade Field Trip to Nashville Zoo - 2021/2022

(Stewarts Creek Elem School)

The Second grade will go to the Nashville Zoo.

Amount Due: \$12.00

Crochet's Class

Second Grade Field Trip [add \$12.00]

Dean's Class

Second Grade Field Trip11 [add \$12.00]

Dickerson's Class

Second Grade Field Trip [add \$12.00]

Hayes' Class

Second Grade Field Trip [add \$12.00]

Keener's Class

Second Grade Field Trip [add \$12.00]

Parker's Class

Second Grade Field Trip

Skelton's Class

Second Grade Field Trip [add \$12.00]

Vidaurri's Class

Second Grade Field Trip [add \$12.00]

Walje's Class

Second Grade Field Trip [add \$12.00]

Sickafoose's class

Second grade field trip [add \$12.00]

Checkmark your child's teacher name

checkmark "Agree and grant permission"

then click the "Add to Cart" button

Print Permission Form

Student Name:

Parent/Guardian's Name:

I, , grant permission to my child, to

attend the field trip to the Nashville Zoo on Friday May 6th, 2022. \*\* It is the policy of Stewarts Creek Elementary School to offer educationally beneficial and/ or incentive field trips to our student body. We believe the experiences beyond the classroom enhance classroom learning. The rules and conduct and penalty for violations are the same as those provided in the Stewarts Creek Elementary handbook and posted in the classroom rules. We will strive to provide a safe environment, however, we cannot be responsible for conditions beyond our control.

Agree and grant permission

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Add To Cart

### What's In Your Cart?

Stewarts Creek Elem School

Item Name	Qty	Price	
<a href="#">2nd Grade Field Trip to Nashville Zoo - 2021/2022</a> Sickafoose's class Second grade field trip	1	\$12.00	<a href="#">Edit</a>   <a href="#">Remove</a>

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**Total** \$12.00

[Select More Items](#) [Continue](#)

**Click "Continue"**

### Select Payment Method

eCheck

Card Type  \*

Card Number  \*

Expiry Date  \*

Security Code  \* [What is this?](#)

Name on Card  \*

[Back](#) [Continue](#)

**Your Order**

[2nd Grade Field Trip to Nashville Zoo - 2021/2022](#) Qty: 1  
Sickafoose's class  
Second grade field trip

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**Total** \$12.00

**choose payment method, add information, then click the "continue" button**

Add any other needed information, then you will come to a screen like this:

### Review Your Order

Stewarts Creek Elem School

Item Name	Qty	Price	
<a href="#">2nd Grade Field Trip to Nashville Zoo - 2021/2022</a> Sickafoose's class Second grade field trip	1	\$12.00	<a href="#">Edit</a>   <a href="#">Remove</a>

---

**Total** \$12.00

[Back](#) [Complete Your Order](#)

**verify, and click "Complete Your Order"**



### Thank You For Your Order

Your payment request has been received  
This has been added to your [Payment History](#).

Receipts:

[Print Receipt](#)

**This means your child's payment is complete!**

Thank you for registering your child and using SchoolCash Online to make payment!