



Northern Gateway  
Public Schools

# SchoolCashOnline

 KEY GROUP

## Quick Guide



<https://ngps.schoolcashonline.com>



For safety and efficiency reasons, your school district is now offering an online payment system to reduce the amount of cash and checks coming into our schools. Follow these instructions, to create your School Cash Online account and get access now!

## 01. Create Your Profile

**School Cash Online**

Paying school items just got easier!  
Sign up to get started today.

**What is School Cash Online?**  
School Cash Online is an easy to use and safe way to pay for your children's school fees.  
[Learn more](#)

[Get Started Today](#)   [Sign Into Your Account](#)

Select "Get Started Today" on the School Cash Online homepage.

Fill in all fields and click continue.

(Note: Your password must contain 8 characters, one uppercase letter, one lowercase letter, and a number.)

## 02. Confirm Your Email

Check your inbox for the confirmation email and click on the confirmation link in the email.

(Remember to check your spam!)

Sign in using the email and password you just provided.

SchoolCashOnline.com

Hello Parent,

Please click the link below to confirm your email address.

<https://district.schoolcashonline.com/Registration/ConfirmConfirmationEmail/f1e754b3-7202-4ea9-b27e-7dceed1db411>

Copy the link and paste it to your web browser.  
If the link doesn't work, contact support at 1.866.961.1803 or email [parenthelp@schoolcashonline.com](mailto:parenthelp@schoolcashonline.com).

Thank you,  
Your School Cash Online Support Team

# 03. Add a Student

## Find Student

### School Information

School Board Name: School Board 1575  
Looking for a student in a different school board?

School Name: Eagle High School

### Student Information

Do you have the student number?

Student Number

First Name:

Last Name:

Birth Date:   
Date format: mm/dd/yyyy

[Continue](#)

(No students? [Click here](#))

Add a student to your account by filling in the required information about your child. (Note: you may need your child's student number, first name, last name, date of birth, or a pin number provided by the school.)

## Need Help Registering? Contact Parent Help Desk



1.866.961.1803



[parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com)



<https://schoolcashionline.com/Home/Support>

## View Items or Add Another Student

If you have more children you would like to add, select "Add Another Student" and repeat the steps above. Once you have all desired students added, select "View Items for Students", which will list all available items or activities for purchase.

<https://ngps.schoolcashionline.com>



# How to Make a Payment

1

## Sign In

Go to <https://ngps.schoolcashonline.com> and click "Sign In". Fill in your email/username and password.

2

## View Items

Select the item that you would like to purchase and click "Add to Cart"

3

## Check Out

Once you have finished adding items to your cart, press "Check Out"



Safe.



Fast.



Convenient.