



# ROANOKE COUNTY PUBLIC SCHOOLS

Department of Finance

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Roanoke County Public Schools offers online payment for student fees. We are excited to announce a transition from MySchool Bucks to **Key School Solution's SchoolCash Online**. Payment by cash and check may be made at each school.

## Register

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Registering for your free SchoolCash Online account takes less than two minutes!

1. Visit <https://roanokecounty.schoolcashionline.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 will send you a confirmation email. If you do not receive it, check your Spam folder.
3. Use your email address and password to log in.

## How to add students to your account

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1. Sign in to SchoolCash Online: <https://roanokecounty.schoolcashionline.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's name from the list.
  - c. Enter student details. The system is fully secure, with PCI certification.
  - d. Click Confirm.
5. You may add up to eight students on your profile.

## How to make a payment

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1. You will be able to view any available items attached to your students that are set up on your account. You will also be able to view any public items that are available, but not necessarily attached to specific students.
2. Select the item which you would like to purchase and click "Add to Cart."
3. Once you have finished adding items to your cart, select "Check Out" to make a payment.

Should you encounter any difficulties, please contact the SchoolCash Online parent help desk by visiting [schoolcashionline.com/Home/Support](https://schoolcashionline.com/Home/Support) or call 1-866-961-1803.