

Steps for Making A Payment Through School Cash Online

If you have never registered for School Cash Online:

1. Visit our website at www.jrtrippe.org
2. Select the button at the bottom of the page titled "School Cash Online".
3. Next, select the blue button again titled "School Cash Online".
4. This will bring you to a page with a picture of a pair of shoes and a backpack. Select the "Register" button.
5. Complete the registration information and select the "Continue" button.
6. You will get a notification that an email was sent to the email address you provided. Open the email and follow the prompts.
7. You should receive confirmation that registration has been completed and a notice to "Click here to sign in".
8. This will bring you to a Sign In page with a picture of a bus. Enter the Email Address and Password you selected when you registered and then click "Sign In".
9. This will bring you to an Add Student Page.
 - a. Type Vidalia City Schools in prompt number 1.
 - b. Select J.R. Trippe Middle School from Prompt number 2.
 - c. For prompt number 3,
 - i. For Student Number, check "I don't have this number",
 - ii. Enter the student first name, student last name, and birth date.
 - d. Select Confirm
 - e. On the next page, confirm student information by selecting "I Agree" and then select your relationship to the student and then select "Continue".
 - f. If you have another student at J.R. Trippe, select "Add Another Student" and repeat the process. If you do not, select "View Items for Students"
10. Select the Item Name you are intending to pay
11. Enter all information and select "Add to Cart"
12. Verify the item in your cart, as well as the correct quantity and select "Continue"
13. Select "Payment Method" and complete necessary information and then select continue
14. Confirm payment

If you have already registered:

1. Visit our website at www.jrtrippe.org
2. Select the button at the bottom of the page titled "School Cash Online".
3. On the next screen, again select the blue button titled "School Cash Online"
4. This will bring you to a page with a picture of a pair of shoes and a backpack. Select the "Sign In" button.
5. You will see a Sign In page with a picture of a bus. Enter the Email Address and Password you selected when you registered.
6. Select "Items" in the upper right corner of the screen.
7. Select the Item Name you are intending to pay
8. Enter all information and select "Add to Cart"
9. Verify the item in your cart, as well as the correct quantity and select "Continue"
10. Select "Payment Method" and complete necessary information and then select continue
11. Confirm payment