

Quick directions for Creating Parent Logins

Students may create a Parent PIN to allow parents, guardians and other authorized payers to access their account information.

A Parent PIN must be created by the student before it can be used. The student can follow these steps to create a Parent PIN:

1. Log into your account via the Self Service Center sign on with your ID# and PIN
2. Click the CASHNet link that is provided
3. You can navigate directly to CASHNet keying in <https://commerce.cashnet.com> and using your self service center ID and PIN
4. Locate the box labeled Parent PIN
5. Click the Add New link in that box
6. Enter the Login Name you wish to assign to the parent or authorized payer
7. Enter that person's email address
8. Enter the Password you wish to assign to that person
9. Answer any remaining questions on that page.
10. Click OK.
11. An email will be sent to the authorized payer listing the login ID and a temporary password. Authorized payers should click on the link provided in the email and login and to set up their account.