

How to Create an Authorized User/Parent PIN on CashNet:

Quick Facts:

- Many students need assistance paying for college
- Set up a way to provide a way for trusted individuals to make secure payments on your account without providing them your username or password
- The Authorized User/Parent PIN can only be set up by the student
- The Authorized User/Parent PIN allows students to give Parents, legal guardians or trusted persons access to make payment on the account and view account information at the student's discretion
- The creation of the PIN does not create liability of the student's account for the PIN holder
- PIN's can be deleted at any point by the student.

How to Create a PIN:

1. Please log-into skyline at **skyline.northcentral.edu** using your North Central username and password
2. Then select **Financial** under the skyline logo and choose **Student Accounts**
3. Click the hyperlink **MAKE A PAYMENT ON YOUR ACCOUNT** to go your individual CashNet Payment Portal
4. On the bottom left of the CASHNet homepage a student will be able to find the Parent PIN option. Select **Add New**.
 - If an Authorized User/Parent PIN is already set up, the student may add a new one, edit and existing Parent PIN, or delete and existing Parent PIN

Parent PINs	
	Add New
You currently have the following Parent PINs set up.	
3114	Edit Delete

5. Then fill out the unique information for your Authorized Person.

NORTH CENTRAL UNIVERSITY NCU ePayment & eBill Site
Philip Furnish

Notice about Parents or Authorized Users:
Parents or Authorized Users have access only to make payment, payment history, and balance on the student account. They do NOT have access to financial aid, grades, or other online student information.

Parent PIN:

Email Address:

Confirm Email Address:

Add a note to the welcome email (optional):

Should this person...
be allowed to log in? Yes No
have permission to access electronic bills and if so, also receive electronic bill email notifications? Yes No
receive Installment Payment Plan email notifications? Yes No

Access & Receive Emails

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

OK Cancel

(hvn1webcn1)

Callouts:
- Create a Unique Username (points to Parent PIN field)
- Email Address of Parent (points to Email Address field)
- Send a note with the authorization. Such as "Here's access to my NCU Online Student Account." (points to Note field)

- Once the information is created, an email with a temporary password will be sent to the recipient of the Authorized User/Parent PIN to confirm the PIN and create a password
- If you have further questions you can contact the Student Financial Services Office at 612.343.4401 or email stbills@northcentral.edu, or stop by the office located on the first floor of Miller Hall.