
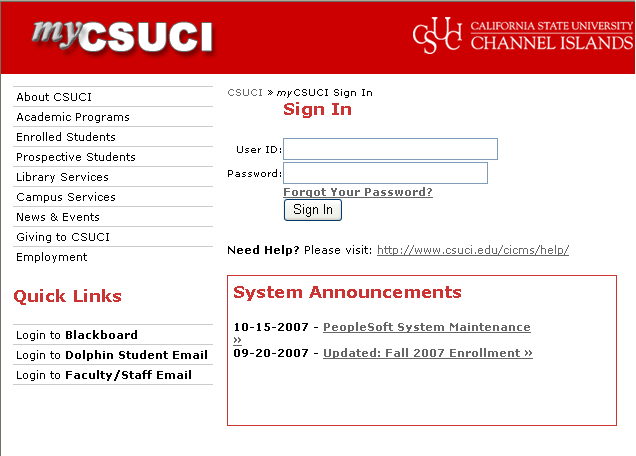


# Creating a Parent Pin:

1. Open Internet Explorer and browse to <http://mycsuci.edu> or connect through [www.csuci.edu](http://www.csuci.edu) and click on the  icon.
2. On the sign-in page, enter your User ID and password to log in. Both are case sensitive. (\*\*If you have forgotten your password, contact the IT Helpdesk at (805) 437-8552.)



The myCSUCI Sign In page features a red header with the myCSUCI logo and the California State University Channel Islands logo. On the left, a navigation menu lists various services. The main area contains a sign-in form with fields for User ID and Password, a 'Sign In' button, and a 'Forgot Your Password?' link. A 'Need Help?' section provides a URL to the help page. A 'Quick Links' section offers direct access to Blackboard, Dolphin Student Email, and Faculty/Staff Email. A 'System Announcements' box highlights maintenance periods for PeopleSoft.

myCSUCI

CALIFORNIA STATE UNIVERSITY  
CHANNEL ISLANDS

About CSUCI  
Academic Programs  
Enrolled Students  
Prospective Students  
Library Services  
Campus Services  
News & Events  
Giving to CSUCI  
Employment

CSUCI » myCSUCI Sign In  
**Sign In**

User ID:   
Password:   
[Forgot Your Password?](#)

Need Help? Please visit: <http://www.csuci.edu/cicms/help/>

**Quick Links**

Login to Blackboard  
Login to Dolphin Student Email  
Login to Faculty/Staff Email

**System Announcements**

10-15-2007 - PeopleSoft System Maintenance  
09-20-2007 - Updated: Fall 2007 Enrollment >>



The PeopleSoft Self Service page displays a grid of service tiles. A black arrow points from the 'Campus Finances' tile in the top right to the 'Make a payment' section of the next screenshot.

PeopleSoft

Home | Sign Out

Menu  
Search:

Self Service  
Navigate to your self service information and activities.

Student Center  
Use the student center to manage school related activities.

Enrollment  
View appointments, plan and enroll in classes, view student and exam schedules.  
[Enrollment Dates](#)  
[My Class Schedule](#)  
[Enrollment Add Changes](#)  
[S More...](#)

Campus Finances  
View your account, make an electronic payment, view and accept your financial aid awards.  
[Make a payment](#)  
[Account Inquiry](#)  
[View Financial Aid](#)

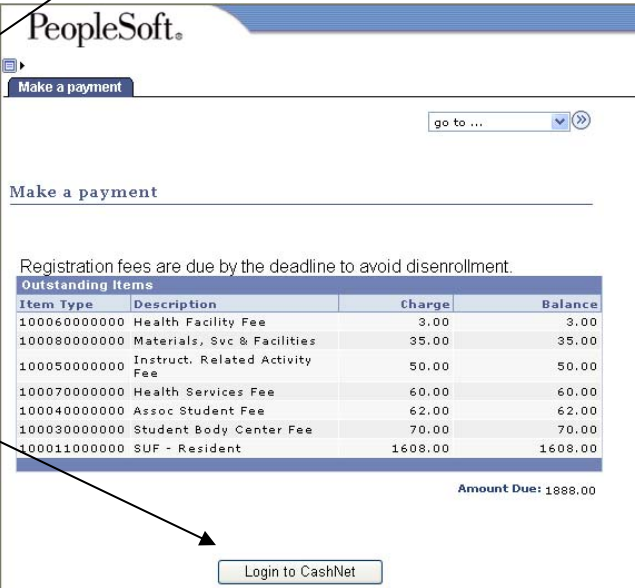
Campus Personal Information  
Maintain your personal information and review holds and to add pending to your record.  
[Addresses](#)  
[Phone Numbers](#)  
[Email Addresses](#)  
[S More...](#)

Academic Records  
View grades and advisors and request transcripts and verification reports.  
[View My Grades](#)  
[View Unofficial Transcript](#)

Transfer Credit  
Evaluate courses for transfer and view your transfer credit report.  
[View Transfer Credit Report](#)

Degree Progress/Graduation  
View your degree progress report and apply for graduation.

3. To access the CashNet website:
  - a. Click on "Self Service" menu option.
  - b. Click on "Campus Finances"
  - c. Click on "Make a payment"
  - d. Click on "Login to CashNet"



The 'Make a payment' page shows a table of outstanding items with columns for Item Type, Description, Charge, and Balance. The total amount due is 1888.00. A 'Login to CashNet' button is located at the bottom right. A black arrow points from the 'Login to CashNet' button in the previous screenshot to this button.

PeopleSoft

Make a payment

go to ...

Make a payment

Registration fees are due by the deadline to avoid disenrollment.

Item Type	Description	Charge	Balance
100060000000	Health Facility Fee	3.00	3.00
100080000000	Materials, Svc & Facilities	35.00	35.00
100050000000	Instruct. Related Activity Fee	50.00	50.00
100070000000	Health Services Fee	60.00	60.00
100040000000	Assoc Student Fee	62.00	62.00
100030000000	Student Body Center Fee	70.00	70.00
100011000000	SUF - Resident	1608.00	1608.00

Amount Due: 1888.00

## You have now entered the CashNet website:

### Creating the Parent Pin:

4. Click on the words “Add New” next to header called Parent Pins. A new screen will pop up. Fill in all the requested information.
  - a. *Parent Pin*: This can be letters and/or numbers. There is no requirement to have both.
  - b. *Email Address*: Enter the parent’s email.
  - c. *Password*: This must be a minimum of 8 characters with two characters being numbers.
  - d. *Confirm password*: Re-enter the password you created in the previous step.
  - e. *Can this person login*: Make sure the yes box is filled in, to allow the parent to access the payment option.
  - f. *Can this person get bill notification by email*: Make sure the yes box is filled in so the parents can get billing notices via email. (This option is currently not being used by CSUCI but will be available by March, 2008. Students can obtain balance information through “MyCSUCI”).

all registration fees by the deadline will result in you being dropped from your classes.

For your own security, always remember to log out of CashNet & **myCSUCI** when you are done using the system.

The screenshot shows the CSUCI eCheck Payments website. At the top, there is a navigation bar with links: your account, view bills, make payment, shopping cart, and sign out. The main header includes the CSUCI logo and the text "CSUCI eCheck Payments". Below the header, there are several sections: "Your Account" showing a current balance of \$50.00, "Your Bills" with a "View All" link, "Saved Payment Methods" with a note that there are no saved methods, "Your Recent Payments" with a "View All" link, and "Parent Pins" with an "Add New" link. An arrow points from the "Add New" link in the "Parent Pins" section to the registration form in the next screenshot.

### Link for parents to login to:

Once the parent pin has been set up, parents must use the following link:

<https://commerce.cashnet.com/csucipay>

- If the parent has issues with his/her password or pin, they must contact the student to reset this information. For security purposes, CSUCI staff and CashNet staff can not retrieve this information.
- With a parent pin, authorized users only have access to make payments, payment history and balance on the student accounts. They do NOT have access to financial aid, grades, or other online student information.

*\*Note:* There is no “back” option to go to the prior screen. If you want to access a different part of CashNet you must use the red toolbar at the top of the page. Just click on the option you want.

**\*CAUTION:** The system will allow you to pay less than the full amount of fees owed, but failure to pay

The screenshot shows the registration form for a Parent Pin. At the top, there is a navigation bar with links: your account, view bills, make payment, shopping cart, and sign out. The main header includes the CSUCI logo and the text "CSUCI eCheck Payments". Below the header, there is a "Notice about Parents or Authorized Users" section. The registration form includes fields for Parent PIN, Email Address, Password, and Confirm Password. There are also radio button options for "Can this person login" and "Can this person get bill notification by email". At the bottom, there are "OK" and "Cancel" buttons.