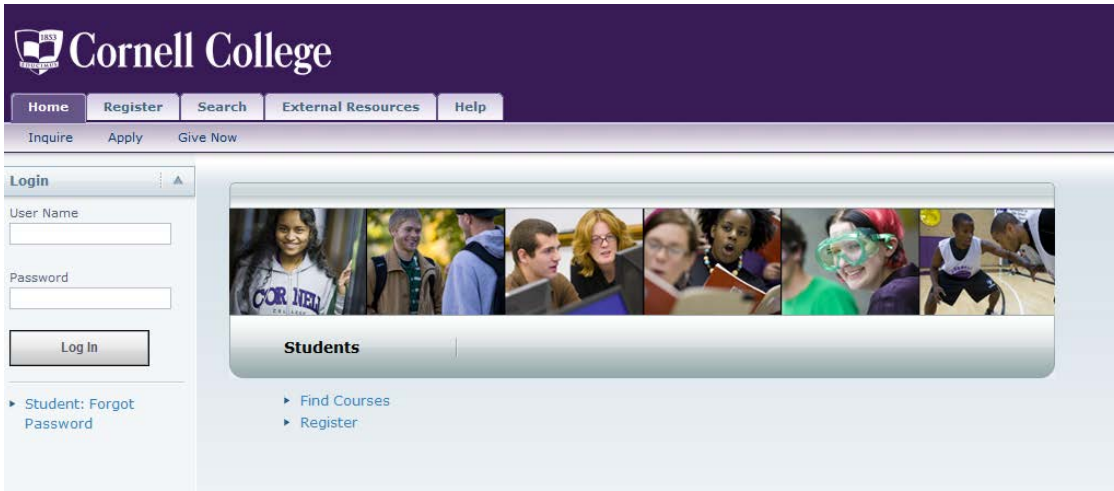
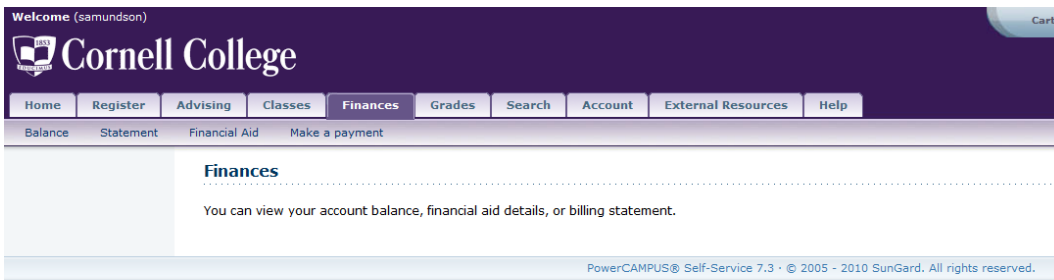


# Instructions on how to give parents access to the Online Payment System (CASHNet)

In order to give parents access to the online payment system, LOGIN TO SELF-SERVICE on the Cornell website.

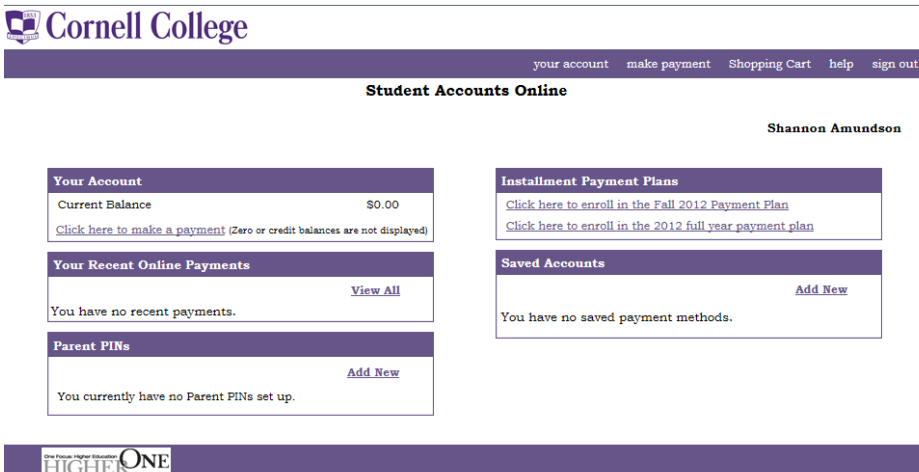


Click – “Finances” tab on the top. Click - “Make a Payment” link.



This will take you to the Student Accounts Online (CashNet site). **You will need to do this for each parent e-mail address you want to have access.**

On the bottom of the left of the page - Parent PINs – Click – “Add New”.



Complete all lines on the following screen. The parent PIN will be their login ID. This should be something they will remember or their e-mail address. Once you click "OK", an e-mail to your parent with a password. **You will need to do this for each parent you wish to have a login.**



**Student Accounts Online**

Shannon Amundson

**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	<input type="text"/>
Email Address	<input type="text"/>
Confirm Email Address	<input type="text"/>
Add a note to the welcome email (optional)	<input type="text"/>
Should this person...	
be allowed to log in?	<input checked="" type="radio"/> Yes <input type="radio"/> No
receive Installment Payment Plan email notifications?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>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.</i>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	