Student Business Services

How to Create a Parent Pin

Enrollment Center – Sage Hall
Phone: (805) 437-8810
Email: sbs@csuci.edu

1. Login to **myCI Portal**.
   - Dolphin Name and Password are case sensitive
   - If you forgot your password, click on "Forgot Password."

2. Locate and click on the **'CI Records'** tile.

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Channel Islands

3. In your **Student Center** go to the **Finances** section select **'Make a Payment'**.
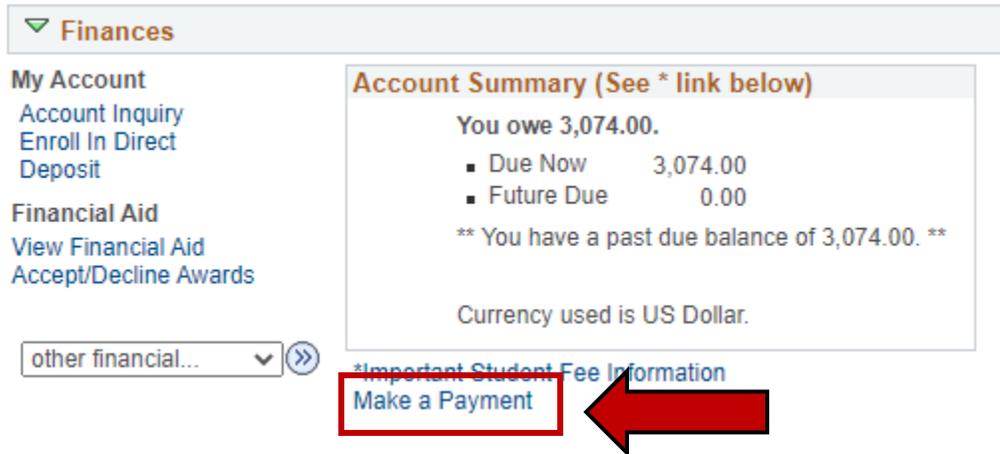
▽ **Finances**

My Account
Account Inquiry
Enroll In Direct
Deposit

Financial Aid
View Financial Aid
Accept/Decline Awards

[other financial... ▾] ⊘

Account Summary (See * link below)

You owe 3,074.00.
- Due Now   3,074.00
- Future Due   0.00

** You have a past due balance of 3,074.00. **

Currency used is US Dollar.

*Important Student Fee Information
Make a Payment

4. Click on the '**Login to CASHNet'** button.

Make a payment

Due dates are strictly enforced. Please visit **www.csuci.edu/sbs** for complete details. **Fees are subject to change at anytime based on budget needs.**

You owe 3,074.00.

Due Now   3,074.00
Future Due   0.00

** You have a past due balance of 3,074.00. **

[Login to CashNet]

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

5. Select the **'My Account'** link in the margin.

6. Select the '**Send a payer invitation**' link.

Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

⊕ Send a payer invitation

Privacy & terms

Use of personal information   View

7. Enter **'Payer Information'**, confirm email address, and accept terms and conditions.
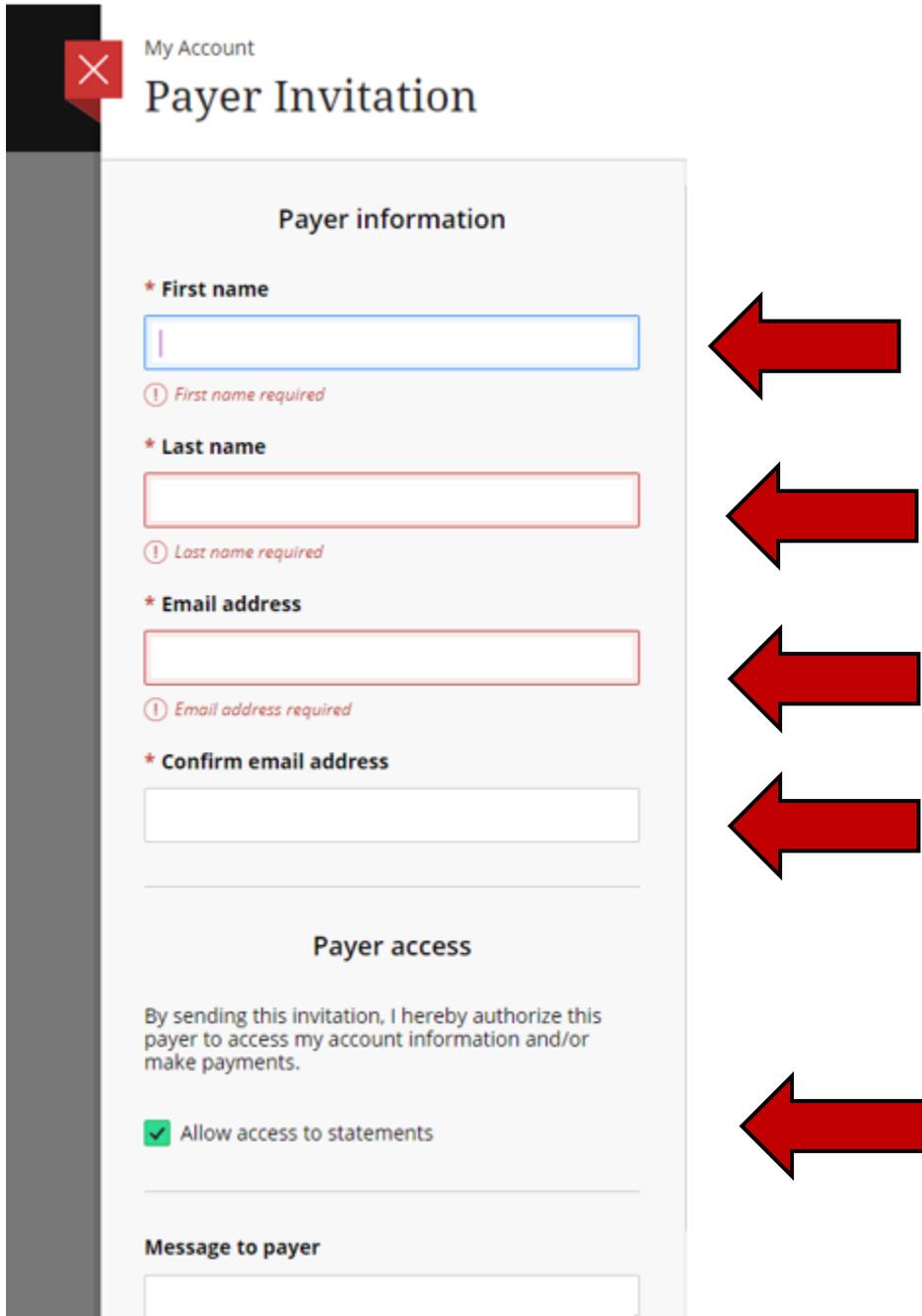
My Account
Payer Invitation

Payer information

* First name

First name required

* Last name

Last name required

* Email address

Email address required

* Confirm email address

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

☑ Allow access to statements

Message to payer

8. Select **'Send Invitation'** to complete request.

Cancel   Send Invitation