

## 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.”

 Channel Islands / **myCI**

Welcome to myCI

Dolphin Name

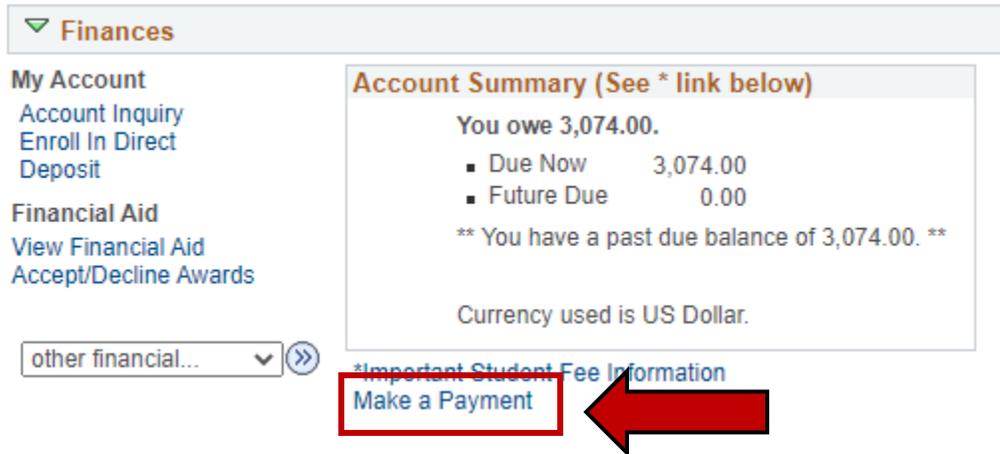
Dolphin Password

Sign In

[Forgot Password?](#) | [Forgot Dolphin Name?](#) | [Help](#)2. Locate and click on the ‘**CI Records**’ tile.Pinned Services [\(What's this?\)](#)

 <b>CI Records</b> Student registration and records system 	 <b>CI Financials</b> Campus financial records system 	 <b>CI Personnel</b> Employee and departmental records and data management 
 <b>Zoom</b> Video conferencing system & virtual meeting space 	 <b>Adobe Sign</b> Electronic signature tool for signing documents and forms 	 <b>Dolphin Navigate</b> Student advising, coaching, and communication platform 
 <b>OneDrive</b> Cloud-based storage and collaboration tool from Microsoft 	 <b>CSU Learn</b> Employee training portal for mandatory & development courses 	 <b>OneCI</b> Data warehouse and institutional reporting repository 

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](http://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.

-  My Account
-  Overview
-  **Make a Payment**
-  Transactions
-  Statements
-  Help
-  Sign Out



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!

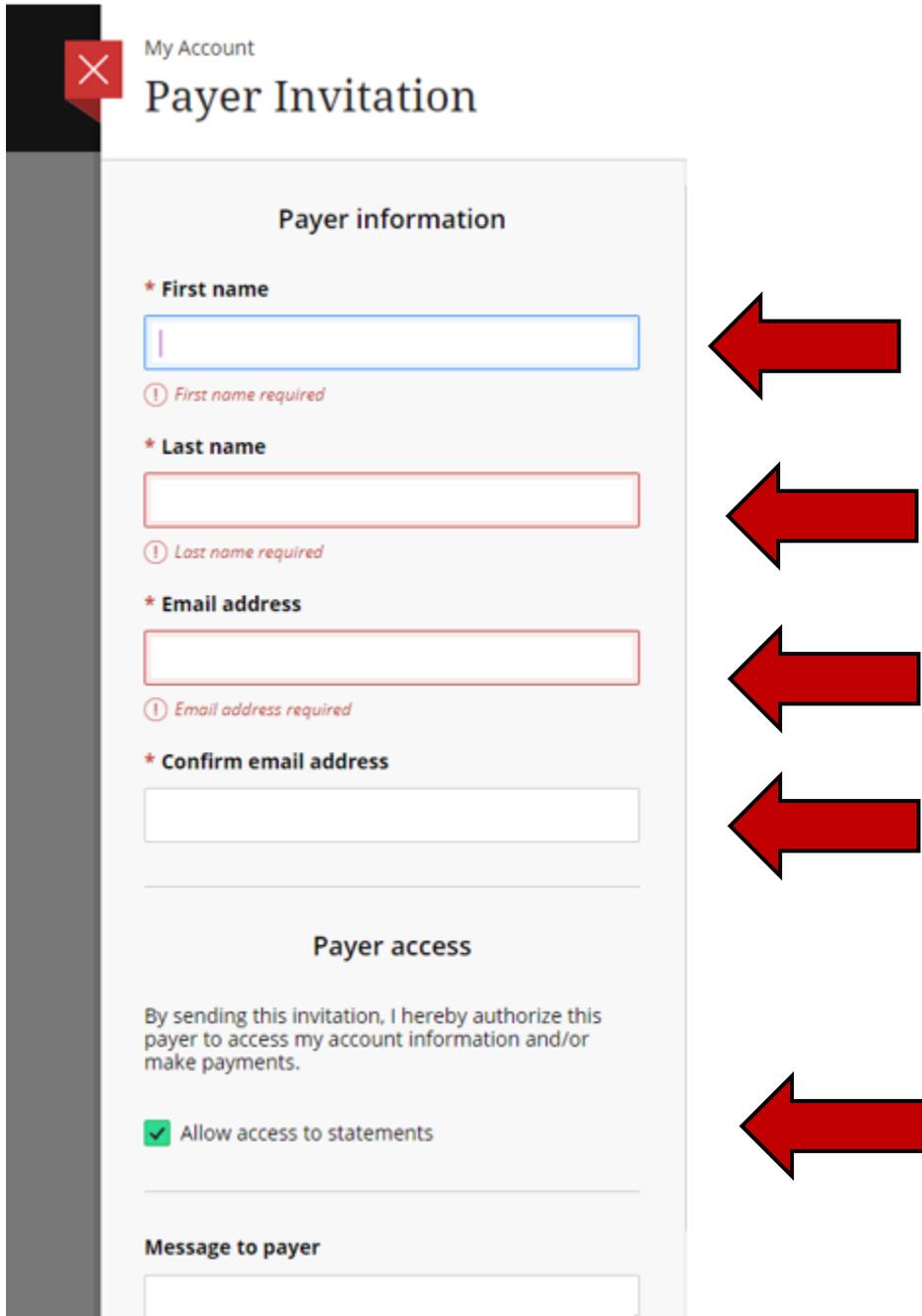
 [Send a payer invitation](#)

**Privacy & terms**

Use of personal information [View](#)



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



The screenshot shows a web form titled "Payer Invitation" under the heading "My Account". The form is divided into two main sections: "Payer information" and "Payer access".

**Payer information**

- \* First name**: A text input field with a red border and a red arrow pointing to it from the right. Below it is a red error message: "First name required".
- \* Last name**: A text input field with a red border and a red arrow pointing to it from the right. Below it is a red error message: "Last name required".
- \* Email address**: A text input field with a red border and a red arrow pointing to it from the right. Below it is a red error message: "Email address required".
- \* Confirm email address**: A text input field with a red arrow pointing to it from the right.

**Payer access**

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

- Allow access to statements: A green checkmark is next to this option, with a red arrow pointing to it from the right.

**Message to payer**

A text area for entering a message to the payer.

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



The screenshot shows two buttons at the bottom of the form: "Cancel" and "Send invitation". The "Send invitation" button is highlighted with a red rectangular box.