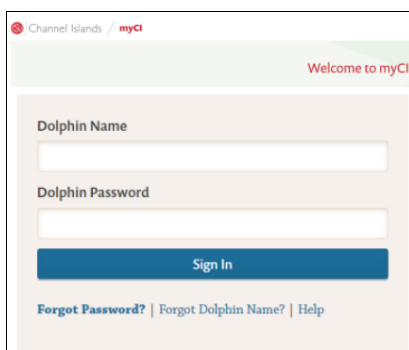


How to Create a Parent PIN

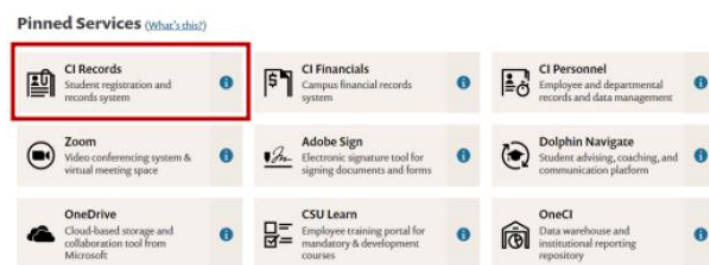
1. Login to myCI portal.

- Dolphin Name and Password are case sensitive.
- If you forgot your password, click on **'Forgot Password'**.

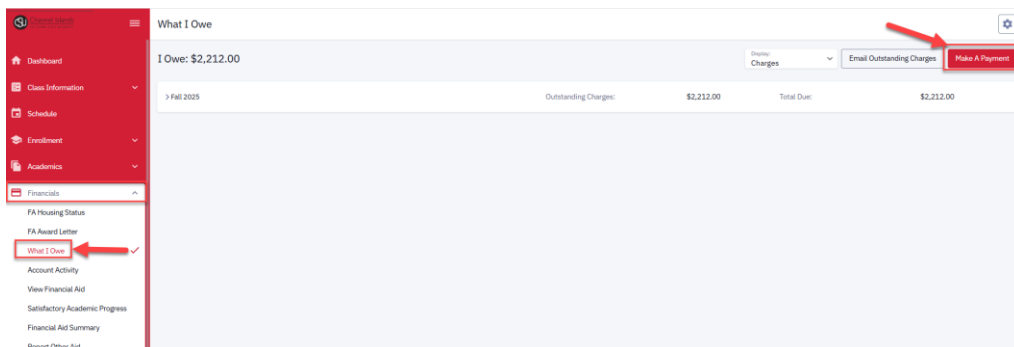


The screenshot shows the myCI login page. At the top, it says "Channel Islands / myCI" and "Welcome to myCI". Below this are two input fields: "Dolphin Name" and "Dolphin Password". A blue "Sign In" button is positioned below the password field. At the bottom, there are links for "Forgot Password?", "Forgot Dolphin Name?", and "Help".

2. Locate and click on the **'CI Records'** tile. You will be routed to your Student Dashboard.



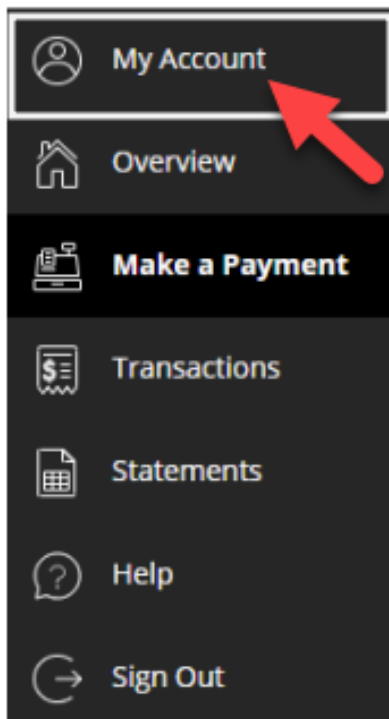
3. From the left-hand menu, go to the **'Financial'** section and click on **'What I Owe'**.
4. Select **'Make a Payment'**.



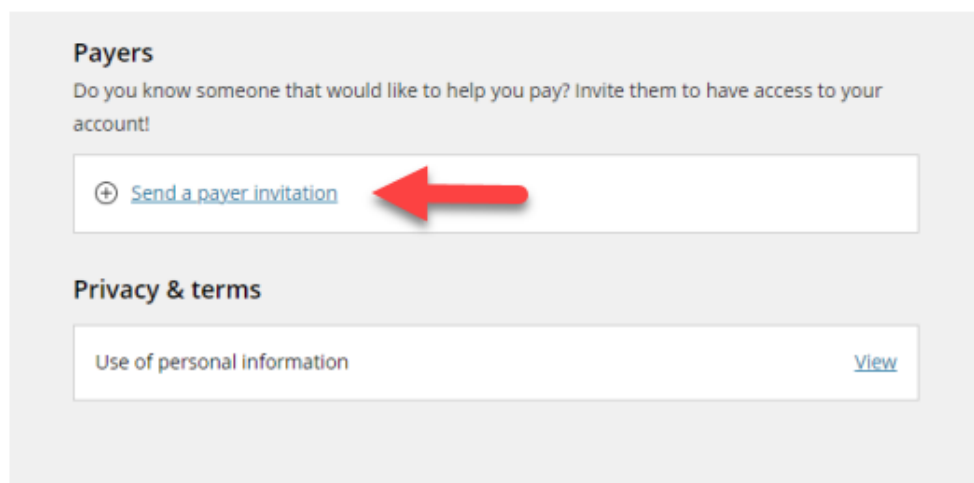
The screenshot shows the "What I Owe" page. On the left is a red sidebar menu with options like Dashboard, Case Information, Schedule, Enrollment, Academics, and Financials. Under Financials, "What I Owe" is selected and highlighted with a red box and an arrow. The main content area shows "What I Owe" with a balance of "\$2,212.00". At the top right, there are buttons for "Email Outstanding Charges" and "Make A Payment", with a red arrow pointing to the latter. Below this, a table shows "Outstanding Charges" and "Total Due" both at "\$2,212.00".

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

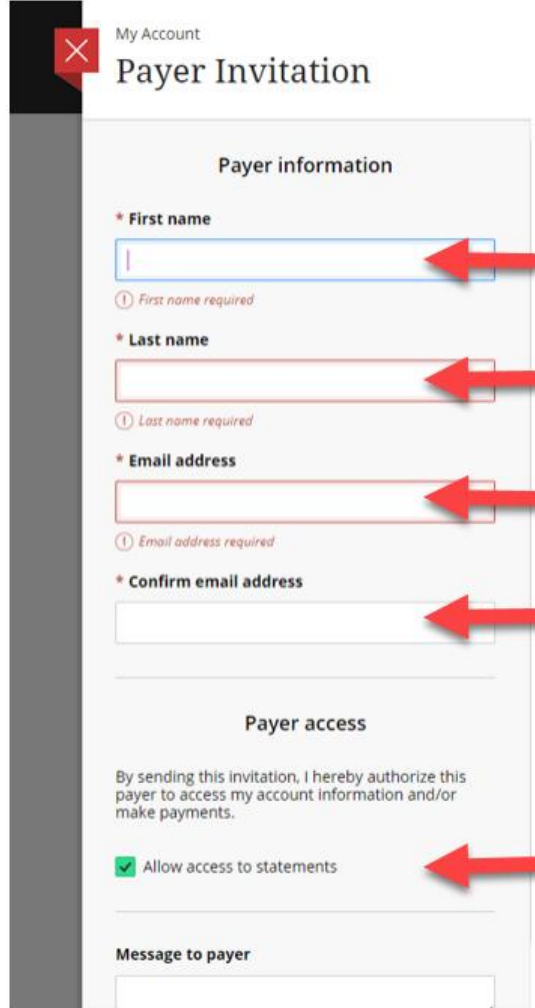


6. Select the '**Send a payer invitation**' link.



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



My Account
Payer Invitation

Payer information

* First name

① First name required

* Last name

① Last name required

* Email address

① 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

9. Select '**Send Invitation**' to complete the request.

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

