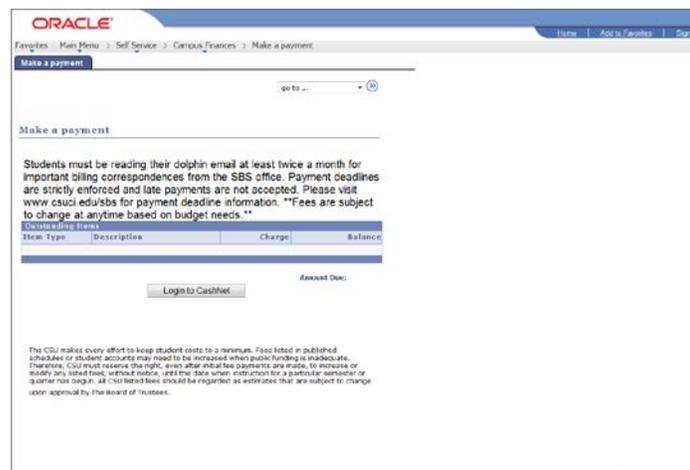
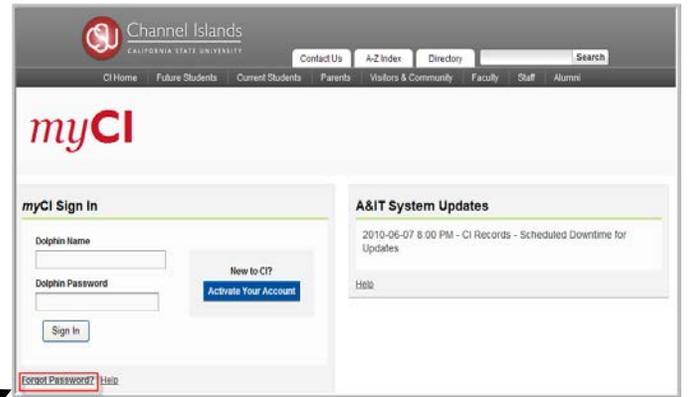


Creating a Parent Pin:

1. Open Internet Explorer and browse to <https://myci.csuci.edu> or connect through 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 forgot your password click “Forgot Password.”
3. After you have logged into your myCI, a webpage containing your email, files, and records will be displayed. Under **My Account** click on “CI Records.” This link will take you to your self-service page.
4. To access the CashNet website:
 - a. Click on “Make a payment” under the Finances Section
 - b. Click on “Login to CashNet”



You have now entered the CashNet website:

Creating the Parent Pin:

5. Click on “Add New” in the Parent Pins section.

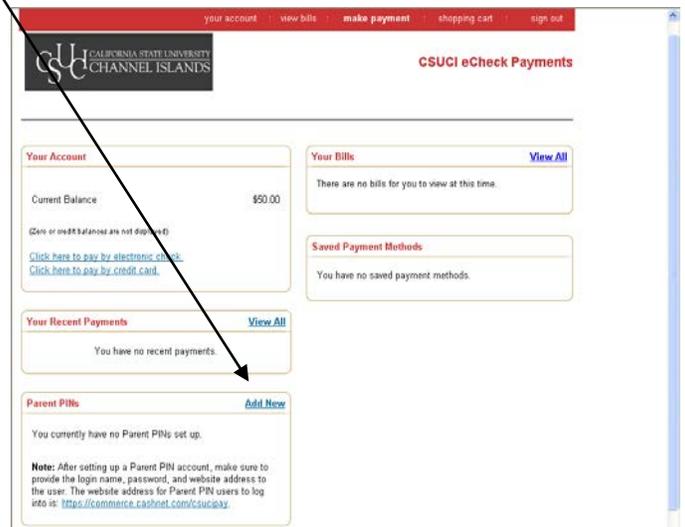
A new screen will pop up.

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:* At this time, CSU Channel Islands is only able to send billing notices to the student’s dolphin email address. The student can forward these correspondences to a primary email account. Students can also obtain balance information through “myCI” 24 hours a day.

***CAUTION:** The system will allow you to pay less than the full amount of fees owed, but failure to pay 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 & **myCI** when you are done using the system.



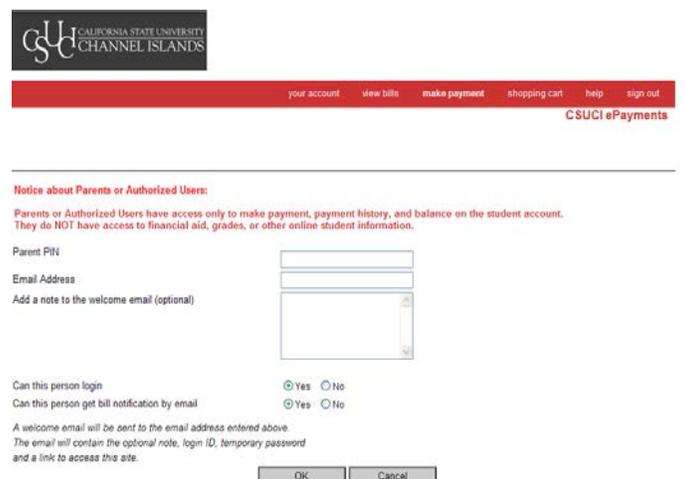
Link for parents to login to:

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, CSU Channel Islands 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.



Troubleshooting: If you encounter a message that states "Parent PIN already exists" you will need to edit the PIN you have entered because it is already being used by another individual. Once you add an additional character to the current PIN, click the OK button to proceed.