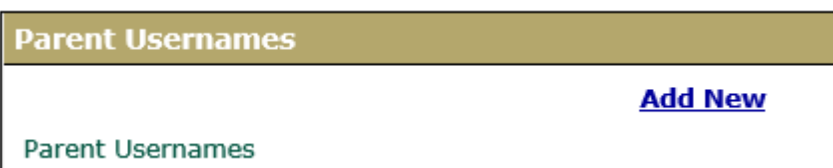


### USERNAME SET UP - STUDENT MUST INITIATE

- 1) Log on to your Cal Poly portal. Click on the **MONEY MATTERS** tab
- 2) Click on the **Make a Payment Now** button
- 3) Click on the **"Your Account"** link in the menu bar



- 4) Scroll to the Parent Usernames box and click on [Add New](#)



- 5) Create an alpha-numeric Username to serve as your supporter's User ID. (If the Username you are creating is not unique to the Cal Poly community, you will be asked to create a new one).
- 6) Enter your supporter's email address and an optional note if you wish.
- 7) Be sure to check the "Yes" button allowing the person to log in. You can change access in the future if you wish.

Should this person...  
be allowed to log in?  Yes  No

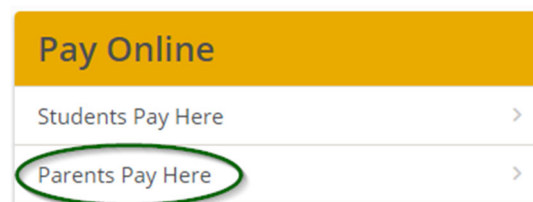
*A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.*

**OK** **Cancel**

- 8) Click on the "OK" Button to create the Username.
- 9) An email with the Username and a temporary password will be sent to your supporter so they can finish the process and start using their portal.

### SUPPORTER MUST FINISH

- Student completes steps 1 through 9
- 10) Parent must click on the link in the email they receive to verify their email address.
  - 11) Parent will be prompted to create a new permanent password.
  - 12) Parent can login from "Parents Pay Here" link at SA.CalPoly.edu



### ADDITIONAL INFORMATION

The student can set up as many unique Usernames as he/she wishes.

Students may edit (disable) user access by editing the Username account and changing the YES/NO choice (step 7).

- Answering NO to bullet item will disable the user's access.
- YES allows or reinstates access

If a parent forgets their Username, the student can look up that information in this section of their payment portal. However, only the parent will know their assigned password.

### CONTACT STUDENT ACCOUNTS

**(805) 756-1428**

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