

# PARENT ACCESS

## CASHNet Parent PIN SET-UP GUIDE

### STUDENT REQUIRED TO INITIATE SET-UP:

- 1) Log on to your Cal Poly portal and click on the **MONEY MATTERS** tab



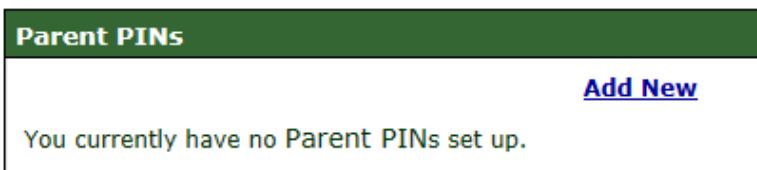
- 2) Click on the **MAKE A PAYMENT NOW** box

**Make A Payment Now**

- 3) Click on **MAKE ONLINE PAYMENT** link  
*Online Payments*

[CLICK HERE TO MAKE AN ONLINE PAYMENT](#)

- 4) Scroll to the Parent PINS's box and click on [Add New](#) link



- 5) Create an Alphanumeric Parent PIN to serve as the parent's user ID. (If the PIN you are creating is not unique to the Cal Poly community, you will be asked to create another).
- 6) Enter your parent's email address and an optional note if you wish.
- 7) Answer the bulleted question:

Parent PIN

Email Address

Confirm Email Address

Add a note to the welcome email (optional)

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.

### PIN SET-UP:

Complete steps **1** through **7**

An email with the parent PIN and a temporary password will be sent to the parent. The email will also instruct the parent to create a permanent password for the parent's use only.

The student can set up as many PINs as he/she wishes – each with a unique user ID (Mom, Dad, Grandparent, etc.)

### PIN MAINTENANCE:

Students may disable or edit a user's access through the YES/NO bullet in set-up instruction (**7**):

- Answering NO to bullet will disable the user's access
- Answering YES to bullet item will allow the user access

All Parent PINs created by the student are viewable in the PARENT PINS box. If a parent forgets their PIN, the student can tell them what it is. However, only the parent will know their assigned password.

### FEES & PAYMENT INFO:

[fees.calpoly.edu](https://fees.calpoly.edu)

Please access, review and **BOOKMARK** the above Fee and Payment Policy website.

**Questions? Contact Student Account Office at (805) 756-1428 or [studentaccounts@calpoly.edu](mailto:studentaccounts@calpoly.edu)**