Login & Setup Instructions

Instructions for paying Dual Credit tuition

Students

- 1. Login to My Missouri State.
- 2. Click on the Student tab
- 3. Under My Finances section, click the Access Account and Make Payments link.
- 4. Choose the appropriate box for the actions you want to take

Parents, guardians and authorized payees

Access to make a payment for charges will need to be given by your student. Please contact your student to be setup with access to the payment site. You will need a valid e-mail address to be setup.

Setting up parents/guardians/authorized payees with access to make a payment and view balance

- 1. Students will need to login to My Missouri State.
- 2. Click on the Student Tab
- 3. Under My Finances section, click the Access Account and Make Payments link.

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4. Under the Parent Pins Header, click Add New



5. Parents will need to have access to a valid e-mail address. Login information will be sent to that address.

ley do NOT have access to finar	cial aid, grades, or other online student information.	
Login Name		
Email Address		
Add a note to the welcome email (optional)		
	50	
Can this person login	⊙Yes ○No	
A temporary password will be ser	It to the email you	

- 6. Assign a Login Name
- 7. Enter a valid E-Mail Address and an optional Welcome note.
- 8. Leave the default to Yes on all questions.
- 9. Click OK.
- 10. You will be re-routed back to the Student Account Online page within CASHNet.
- 11. Parents will receive an e-mail with instructions and login information. They **must** login and change the temporary password to one of their choosing within **24 hours** of receiving the email. Failure to do this will result in the student having to reset the password.
- 12. Once parents are setup with login name and password, future emails will be sent to them, including the CASHNet link for login.
- 13. Parents will be able to see the total amount due. After Monthly Statements are created at the end of the month, detail activity will be available.

Reset Passwords

To reset a password for a parent, the student will need to login to <u>My Missouri State</u> navigate to CASHNet and follow instructions below:

• Under PARENT PINs, you will see the created username

Parent PINs	Add New
You currently have the following	Parent PINs set up.
Johndoe	Edit
John Doe	Edit

- To reset password, click EDIT across from the login name and click reset password.
- change e-mail information if necessary and click RESET PASSWORD
- A second e-mail will be sent to the parent and they will be able to login using the new password. Again, they will need to login within 24 hours and change the password.