

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.

The screenshot shows the Missouri State University Student Account Online interface. At the top, there are logos for Missouri State University and Missouri State University West Plains. Below the logos is a navigation bar with links: My Account, make payment, Shopping Cart, help, and sign out. The main heading is "Student Account Online" and the user name "Clement Balasundaram" is displayed. The interface is divided into several sections: "Your Account" showing a current balance of \$0.00 with a link to make a payment; "Your Recent Payments" showing no recent payments with a "View All" link; "Parent PINs" showing one parent PIN "Johndoe" with an "Edit" link and an "Add New" link. A "Saved Payment Methods" section shows no saved methods. At the bottom, it says "Powered by CASHNet" and "(web8)".

4. Under the Parent Pins Header, click [Add New](#)

This is a close-up of the "Parent PINs" section from the screenshot. It shows a header "Parent PINs" with an "Add New" link. Below the header, it says "You currently have no Parent PINs set up."


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

Notice about Parents or Authorized Users:

Parents or Authorized Users have access only to make payment, payment history, and balance on the student account.

They do NOT have access to financial aid, grades, or other online student information.

Login Name	<input type="text"/>
Email Address	<input type="text"/>
Add a note to the welcome email (optional)	<input type="text"/>
Can this person login	<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>A temporary password will be sent to the email you specified</i>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Powered by 

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 [My Missouri State](#) 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.