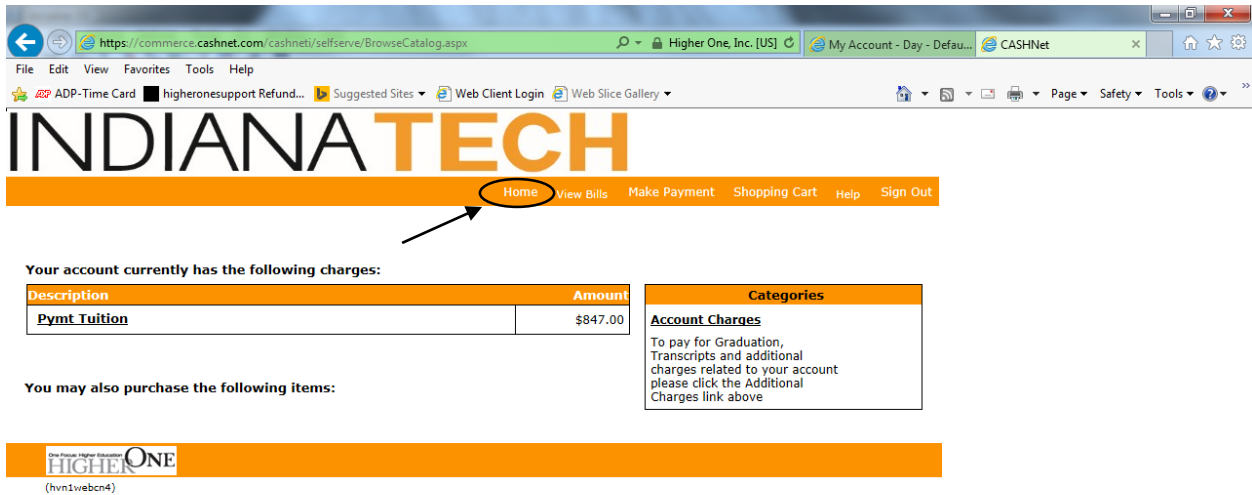


How students can set up a parent access pin in Cashnet:

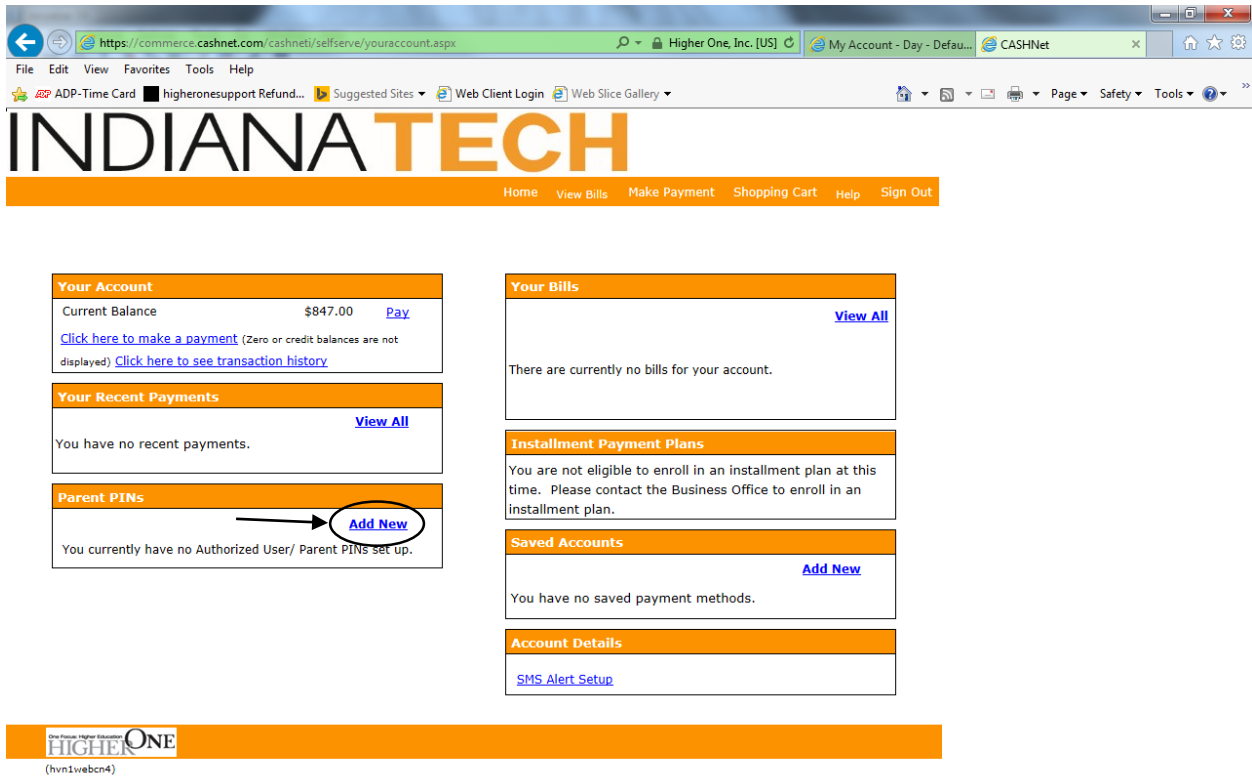
The screenshot shows the my.INDIANATECH website interface. The browser address bar displays https://my.indianatech.edu/ICS/My_Account_-_Day/. The navigation menu includes HOME, MY ACCOUNT, MY ACCOUNT - DAY, STUDENTS, ACADEMICS, FACULTY, STAFF, HELP, and MY PAGES. The current page is titled "MY ACCOUNT - DAY" and contains several sections:

- INDIANA TECH BUSINESS OFFICE**: Located in the Abbott Building on the Fort Wayne Campus. Office Hours: Tuesday, Wednesday, and Friday 8:30 am-5:00 pm. Extended Hours: Monday and Thursday 8:30 am-6:00 pm. Contact Us: Phone: 1-800-288-1766 Ext: 3102, Email: BusinessOffice@indianatech.edu. For more Business Office information [click here](#).
- MY ACCOUNT INFORMATION**: Indiana Tech billing is now all available online. If you would like to make a payment, check on a possible payment plan, or view your bill, please click on the link below: [My Account Manager](#) (highlighted with a red circle).
- BUSINESS OFFICE MESSAGES**: You have no incoming announcements. [Show All Announcements](#)
- STUDENT REQUESTS**: [Admin this portlet](#). There are currently no active applications in this portlet.
- 2014-2015 TRADITIONAL DAY CLEARING INFORMATION**: Step 1: Make sure your FAFSA for the year is filed and all required documents are submitted to the Financial Aid Office so they can complete your award package. You will need to check the Financial Aid portal using the link below to make sure all necessary information has been completed and you have an award package. It is the student's responsibility to make sure all Financial Aid documentation is submitted so your aid can be released. [Financial Aid](#)
- Financial Aid Eligibility Notice**: Federal regulation requires the university to notify all students that a conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment for which the student was receiving Title IV, HEA program funds, will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance.
- 1098-T FORMS**: 2011 Online 1098T, 2012 Online 1098T, 2013 Online 1098T

Once logged in to my.indianatech you would just need to click on 'My Account Manager'



Click on home to get all the menu options.



Click on 'Add New' under the Parent PINs section.

You will complete the following form to grant access to your e-bill and payment plan (if needed) to an authorized user. Please complete the form in its entirety.

The screenshot shows a web browser window with the URL <https://commerce.cashnet.com/cashnet/selfserve/ParentPINMain>. The page header features the "INDIANA TECH" logo and navigation links: Home, View Bills, Make Payment, Shopping Cart, Help, and Sign Out. The user "Frank Kahn" is logged in.

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.

The form contains the following fields and options:

- Authorized User/ 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
 - have permission to access electronic bills and if so, also receive electronic bill email notifications?
 - Access Only
 - No
 - receive Installment Payment Plan email notifications? Yes No
 - be allowed to receive SMS (text message) notifications? 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.

Buttons:

The "Authorized User/Parent PIN" section is the user name you assign to your authorized user (example: Dad, Mom or Grandma). You will select the user name for your authorized user. You may also create multiple Parent PINs (if needed). You will just repeat the process for each new Parent PIN. Once you have created a Parent PIN they will receive an e-mail notifying them of the Parent PIN account along with a link to CASHNet. They will be prompted to enter in their password (will be in the welcome e-mail from CASHNet) and they will then have to create a new password.