

Creating a parent pin.

1. Log in to your student account through your Student Portal <https://portal.occc.edu> or via the OCCC homepage, www.occc.edu. Select Self-Service for Students then Financial Information.
2. Next select View Statement/Make Payment (do not hit the OK button).

The screenshot shows the 'Student Account Information' page for Heather McMaster. The 'Parent PINs' section is highlighted with a yellow box containing the text '3. Click the Add New link.' An arrow points from this box to the 'Add New' link in the 'Parent PINs' section. Other sections include 'Your Account' (Current Balance: \$0.00), 'Your Recent Payments' (View All), 'Auto Payments' (Click here to enter recurring payment), 'Saved Accounts' (You have no saved payment methods), and 'Account Details' (Sign up for SMS alerts here).



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The screenshot shows the 'Create Authorized User ID' form. It includes the following fields and instructions:

- 4. Enter/Create a new user name for your parent or authorized user. (Instruction for the 'Create Authorized User ID' field)
- 5. Enter your parent's/authorized user's email address. (Instruction for the 'Email Address' field)
- 6. Re-enter/Confirm the email address. (Instruction for the 'Confirm Email Address' field)
- 7. Type a note to be included in the welcome email to your parent/authorized user. (Instruction for the 'Add a note to the welcome email (optional)' field)
- 8. Choose the options for your parent/authorized user account. (Instruction for the 'Should this person...' section, which includes radio buttons for 'be allowed to log in?', 'Access & Receive Emails', and 'be allowed to receive SMS (text message) notifications?')
- 9. Click OK to create the New User. (Instruction for the 'OK' button)

Additional text on the form: '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. Please input below a user ID to allow setup of an authorized user. Then enter the email address of the Authorized User.' A note at the bottom states: '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.'



You are returned to your Student Account Information page which now has the New User Name in the Parent PINs box.

Student Account Information

Heather McMaster

Your Account
Current Balance \$0.00
[Click here to make a payment](#) (Zero or credit balances are not displayed)

Your Recent Payments
View All
You have no recent payments.

OCCCDebitCard.com
[Access OCCCDebitCard.com](#)

Parent PINs
Add New
You currently have the following Create Authorized User IDs set up.
Mom Dad Edit Delete

Your Bills
View All
There are currently no bills for your account.

Auto Payments
[Click here to enroll in a \(automatic\) recurring payments](#)

Saved Accounts
Add New
You have no saved payment methods.

Account Details
[Sign up for SMS alerts here](#)

An email will be sent to the New User at the email address you entered on the set-up screen, giving them their Authorized User ID, Password, and the link to log in and view the statement and make a payment.