INSTRUCTIONS FOR YOUR PARENT/USER

Your Parent/User will receive an email from **noreply@higherone.com** with the Parent User Name created by the student, a temporary password, and a link to a login screen. Click on the link provided in the email. This will take them to the following screen where they will enter the Parent Username and password provided in the email.

Student Account Online

Fee Payment Deadline for Spring 2019 is **FEBRUARY 8, 2019 !**

Parent Username [   ]

Password [   ]

Login

Login help

After clicking on Login, they will be directed to the following screen where they will need to change the temporary password they used to login provided in the email.

Student Account Online

Fee Payment Deadline for Spring 2019 is **FEBRUARY 8, 2019 !**

Change Password

To protect the privacy of your account, please enter a new password at this time.

Old Password [   ] *

Enter New Password [   ] *

Confirm Password [   ] *

Password must have:
- At least 8 characters.
- 2 letter(s).
- 2 non-letter(s).

Continue

After clicking on Continue, they will be directed to the following screen to create a Secret Question and Answer.

Student Account Online

Fee Payment Deadline for Spring 2019 is **FEBRUARY 8, 2019 !**

If You Forget Your Password...

Please select a secret question and answer below. If you forget your password, we will use this secret question to verify your identity.

Secret Question [Select a Question] ▼ *

Secret Answer [   ] *

Submit

After creation of a Secret Question/Answer, click Submit and they will be directed to the student's Account Online where they have access to view/pay bills and set up text alerts.

Student Account Online

Fee Payment Deadline for Spring 2019 is **FEBRUARY 8, 2019 !**

To pay your Enrollment Deposit, click on *"make payment"* in the dark blue bar above or the *"Click here to make a payment"* in the Your Account box, below.

Your Account	
Previous Term Balance	$.08
Current Term Charges & Payments	$6,781.82
Current Term Pending Aid Credits	$.00
Total Amount Due	$6,781.90
Click here to make a payment	
Click here to see transaction history	

Your Recent Online Payments

Your Bills	Vi
No recent bills for your account.	

Saved Accounts	Add
You have no saved payment methods.	

Text Alerts Setup

In the Text Alerts Setup section of the screen, the Parent/User will find their information populated. In this section, there are links to change password, change secret question, and Text Alerts setup (see below)

Change your password.

Change your secret question.

Text Alerts Setup

To setup text alerts, click on the link and they will be directed to the following screen.

Student Account Online

Fee Payment Deadline for Spring 2019 is **FEBRUARY 8, 2019 !**

Text alert setup

Select a wireless service provider	[Select a Service Provider] ▾ *
Mobile Number	*

| Cancel | Continue |

After entering the information and clicking Continue, they will be directed to the following screen where they will enter a code provided to them on their cell phone from donotreply@cashnet.com.

Student Account Online

Fee Payment Deadline for Spring 2019 is **FEBRUARY 8, 2019 !**

SMS confirmation code

An SMS message with a 4-digit confirmation code has been sent to [   ]. When you receive the confirmation code, enter it in the box below.

Confirmation Code: [   ] *

Note: Please allow a few minutes for your confirmation code to arrive. The code is sent immediately but many factors can influence how fast it arrives.

If you haven't received your confirmation code after a few minutes, please make sure the number listed above is correct. To change your mobile phone number, click here. To request a new confirmation code, click here.

If you request a new confirmation code the previous code will become invalid even if it has not yet arrived.

[Cancel]   [Continue]

After entering the four digit code, they will receive the following confirmation.

Student Account Online

Fee Payment Deadline for Spring 2019 is **FEBRUARY 8, 2019 !**

Thank you.

Your SMS account has been configured.

[OK]

After clicking on OK, they will be directed to the following screen where they can click on the button that will provide them alerts when a payment is made on the student account.

Student Account Online

Fee Payment Deadline for Spring 2019 is **FEBRUARY 8, 2019 !**

SMS events

Click here to change your mobile settings.

Select the event(s) for which you want to receive SMS alerts.

☑   When a payment is made on my account

[Cancel] [Save]

After clicking on Save, they will be directed back to the Student Account Online home page.