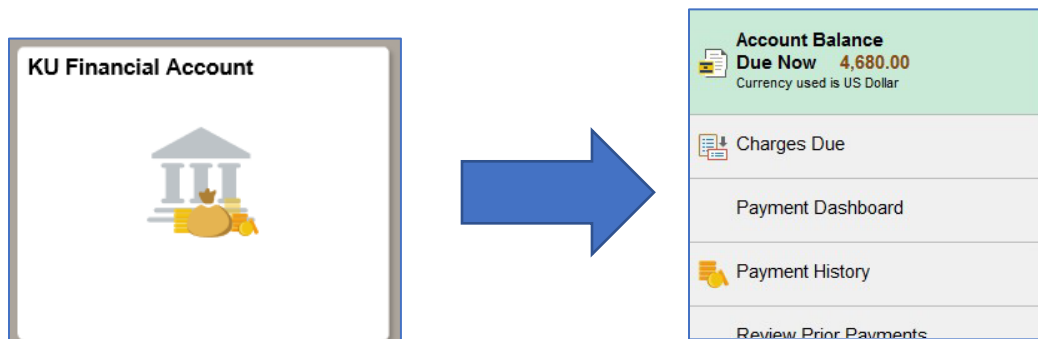


Setting Up a Parent PIN in the Payment Dashboard

Log into MyKU > KU Financial Account tile > click the Payment Dashboard button



Locate the Parent PINs box > click Add New

The screenshot shows the MyKU Payment Dashboard with several sections:

- Your Account:** Current Balance \$1,641.50. Includes a link to make a payment and notes that the last payment received was for \$272.29 on 6/19/2019.
- Your Recent Payments:** Includes a 'View All' link and a note about credit card service fees. A table shows two payments: 06/19/2019 for \$272.29 and 02/01/2019 for \$75.83, each with a 'View' link.
- Parent PINs:** Shows 'You currently have no Parent PINs set up.' with an 'Add New' link.
- Your Bills:** States 'There are currently no bills for your account.' with a 'View All' link.
- Installment Payment Plans:** Includes links to enroll in the Fall 2019 Plan and Summer Session-2 2019 Payment Plan.
- Saved Accounts:** Includes an 'Add New' link, a note about delete links, and a table with one entry 'test' and 'Edit Delete' link.
- Text Messaging Configuration:** Includes a 'Text Alert Setup' link.

This will open a page that needs to be completed by the student.

The student will create the Parent PIN – their username. Words, numbers, phrases, anything! This is not case-sensitive (the password will be).

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your account make payment Shopping Cart help sign out

Kutztown University

Sallie Mae Student Test

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.

Parent PIN: MyParentPIN *

First Name: Mom *

Last Name: Smith *

Email Address: pursell@kutztown.edu *

Confirm Email Address: pursell@kutztown.edu *

Relationship to Student: MOM *

Phone Number: 6106834185

Address Line 1: 225 Stratton Admin Bldg

Address Line 2:

City: Kutztown

State: PA

Zip: 19530

Add a note to the welcome email (optional):
Hey Mom! This will make it easier for you to access the bills and pay my bill for me! I just don't get this stuff!

Should this person...

be allowed to log in? Yes 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.

The “parent” will get an **email** including a link to their accessible version of the students Payment Plan Dashboard.

- Contains the Parent PIN (username) and temporary password.
- Contains the link to the Parent PIN log in page.

Parent Log in Page:

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Parent PIN:

Password:

Login

[Forgot Password](#)