

Using the Parent Portal

Setup Parent/Guest Account in CashNet

Students should follow this procedure for creating a parent and/or guest account in CashNet. This account can be used by the parent/guest to make online payments to your Springfield College student account.

1. Login to PrideNET, and click the “My Profile” tab along the top.
2. If necessary, click the “My Student Financial Portal” link.

My Student Financial Portal

Student Financial Portal - Main Menu

Please click on a link to access the associated content.

Student eBill / Payment Plan
The eBill includes details of all financial transactions posted to the student's account for a single semester, including the outstanding balance for that semester. There are also links for making an online payment, and for creating a payment plan (subject to applicable permissions).

Student Account Details
This displays a financial summary of each semester of the student's enrollment, including the semester balance and a running balance. You can also view a list of all transaction for an individual semester.

Financial Aid Information
This page shows information about the student's financial aid awards for given semester. Also included is the status of any documents that are required for financial aid processing.

Student Holds
Information about any holds that are currently applied to the student account.

1098-T Information
This shows the information that is included on the student's IRS form 1098-T for a given year.

Class Schedule
This pages shows the student's class schedule for the selected semester.

For more information, please review the [Business Office Frequently Asked Questions page](#), or contact us at:
- **Telephone:** (413) 748-3183
- **Email:** BusinessOffice@SpringfieldCollege.edu

3. Click on “Student eBill / Payment Plan”, and select a semester / year to retrieve your eBill.

My Student Financial Portal

Student eBill

[Return to Main Menu](#) [Understanding Your eBill](#)
[Setting Up a Payment Plan](#)

John Learner - Spring Semester 2017 [Change Semester](#)

Current Semester Charges	Amount	Current Semester Credits	Amount
GRAD Tuition	\$8,892.00	Tuit Remission-GRDep	\$8,892.00
Student Health Insurance	\$1,300.00	Student Health Insurance	\$1,300.00
Dining Dollars	\$590.00	Dining Dollars	\$590.00
GRAD Student Fee	\$97.50	Adjust Late Fee	\$150.00
Late Fee	\$75.00	Student Payment	\$92.50
Total Current Semester Charges:	\$10,954.50	Total Current Semester Credits:	\$11,024.50

Current Semester Totals	Amount
From Previous Semesters	70.00 +
Total Current Semester Charges	10,954.50 +
Total Current Semester Credits	11,024.50 -
Total Current Semester Refunds	0.00 +
Current Semester Balance	0.00 +

Current Pending Transactions	Amount
Current Semester Pending Financial Aid	0.00 -
Current Semester Planned Payments	0.00 -
Total Current Pending Transactions	0.00 -

Current Amount Now Due **\$0.00**

000001456

[View / Create a Payment Plan](#) [Make a Payment with CashNet](#)

4. Click the “Make a Payment with CashNet” button, located just below the summary section.

Using the Parent Portal

- Click the “Go To CashNet” button at the bottom of the page.

Your Account
Current Balance \$0.00
[Click here to make a payment](#) (Zero or credit balances are not displayed)
The last payment received was for \$92.50 on 3/2/2017.

Your Recent Payments [View All](#)

03/02/2017	\$92.50	View
12/08/2016	\$5.00	View
11/15/2016	\$625.00	View

eRefund
[Click here to enroll in eRefund](#)

Parent PINs [Add New](#)

You currently have the following Parent PINs set up.

Dave Learner	Edit Delete
0327	Edit Delete

Your Bills [View All](#)

To view all your bills click 'View All'.

<input type="checkbox"/>	BillLoad-2354	06/15/2017	View Download
<input type="checkbox"/>	BillLoad-2285	03/15/2017	View Download
<input type="checkbox"/>	BillLoad-2264	02/15/2017	View Download

Scheduled Payments
[Setup automatic monthly payments](#)

Saved Accounts [Add New](#)

The delete link will not appear if the saved account is designated for use by an upcoming automatic payment or eRefund deposit.

Dad's Checking	Edit Delete
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1098-T
Most recent form : [1098T 2014 04/01/2015](#)
Previous form(s) :

- In the “Parent PINs” section, click the “Add New” link.

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: 5555

First Name: Judy

Last Name: Learner

Email Address: jlearner32759@gmail.com

Confirm Email Address: jlearner32759@gmail.com

Relationship to Student: Mom

Phone Number: 860-555-1212

Address Line 1: 123 Main Street

Address Line 2: Apartment 4A

City: Enfield

State: CT

Zip: 06082

Add a note to the welcome email (optional):
Hey Mom, now you can pay my college bill.
-John
P.S. Thanks!!!

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?

have permission to access 1098-T/1098-E forms and if so, also receive 1098-T/1098-E form email notifications?

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.

- Fill in the online form and click the “OK” button to complete the process.

Notes:

- We are planning to replace this feature with a new Online Payment mechanism that will allow parents and guests to make a payment to your account without requiring advance setup by the student. This new feature should be in place around to the start of the Fall, 2017 semester.