

Parent Pin Instructions

You will be able to provide access to Parents wishing to make tuition payments for you. Parents will only have access to the total balance information at the payment site.

- * Log on to <https://my.olivetcollege.edu>
- * Select "Student Account and Financial Aid" from the "Student" tab
- * Select "Pay Now" from the "My Account Information" box
- * Scroll to the "Parent PINs" box and select the "Add New" link
- * Select a "Parent PIN" - Suggestions: Dad, Mom, Stepmom, etc
- * Enter parent's email address. An email with the parent PIN & a temporary password will be sent to the parent. The email will also instruct the parent to create a permanent password for the parent's use only. You may also enter a personalized introduction to the email if you wish.
- * Select "Y-Yes" to the question should this person be allowed to log-in. If you wish to later change the access go back to this parent pin and select "N".
- * The parent email will include this link to the payment site.
<https://commerce.cashnet.com/olivetpay?LT=P>
- * Your parent can log in to the link above and follow the on screen directions to pay balance and enter payment information.

