

Parent PIN Access Instructions

PSU utilizes a third party to process payments for tuition and housing and to enroll in installment payment plans.

Students must authorize a Parent PIN to allow parents access to pay online. *This is a separate process from the GUS-based “Authorize Release of University Records (eProxy)”.*

Student Instructions:

1. From the [PSU Home Page](#), click on “Login”, then “GUS Login”.
2. Log into GUS Classic using your GUS Login ID and GUSPIN/Password. You must be admitted to PSU before you are assigned a GUS Login ID and GUSPIN. If you need help with your GUSPIN, contact the [Gorilla Geeks](#).
3. Once you are logged into GUS, click on “Student Accounts” on the left side of the page.
4. Next select “View Statements / Make Payments”.
5. Next click on the red button “Parent Payment Access”. This will take you to the CASHNet (third party) website that is your Student Account page.
6. In the box “Parent PINs”, select “Add New”.
7. Fill in the requested information:
 - “Parent PIN” - enter the desired Parent Login name
 - “Email Address” - enter the Parent’s email address
 - “Confirm Email Address” – enter the Parent’s email address again
 - “Add a note to the welcome email” – this is a personalize message to your parents from you.
 - Review the permissions “Should this person....”
 - Then click the “OK” button
8. You should now be back to the original Student Account page. This person will now be listed in the “Parent PINs” box. You may now sign out.

Parent Instructions:

1. Log into your email account. A message should appear with the subject “(your student’s name) has created an account for you at Pittsburg State University.” This email will have your Parent PIN and temporary password. Click on the link provided in the email.
2. The link has now taken you to the CASHNet website for Parents. Enter your Parent PIN and password that was provided in the email and click the Login button.
3. Enter the password that was provided in the email account in the “Old Password” box. Select a new password that has at least 8 characters, 2 letters and 2 non-letters. Type the new password in the “Enter New Password” and “Confirm Password” boxes. Click the Submit button.
4. You are now logged in and are at the Main Student’s Account webpage. You may now make payments, view eBills, enroll in Installment Payment Plans, enroll in automatic payments and save payment methods.