How to set up an Authorized User

Detailed Instructions for students
Step 1: Sign in to myLynn
Step 2: Click on Student Finances
Step 3: Click on My Account
Step 4: Click on Go to CASHNet
Step 5: Click on Your Account
Step 6: Click on Add New in Parent PIN's
Step 7: Complete the requested information

Authorized User
Email Address
Confirm Email Address
Add a note to the welcome email (optional)
Step 8: Provide permission to Access & Receive Emails and click OK

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? [Access & Receive Emails]
- 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.

[OK] [Cancel]