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