Overview
This student guide demonstrates how to give permission to others (parents, employers, and so forth) to view your bill and make payments for you. Users authorized to make payments will **not** be able to view your class schedule or grades.

*The MySJSU homepage displays.*

1. Go to [MySJSU](http://my.sjsu.edu/).
2. Click the **MySJSU Sign In** button.

*The Login page displays.*

3. Enter your **SJSU ID** and Password.
4. Click the **Sign In** button.

*Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name and SJSU ID.*
The Student Center page displays.

5. Click the **Payment Plan and Other Services** button.
The University Payments page displays.

6. Click the Student Account Options button.
7. **Click Add New** under Parent PINs.

8. **Parent Username**: Enter a unique username.

9. **Email Address**: Enter the email address for the authorized user.

10. **Confirm Email Address**: Retype the email address for the authorized user.

11. **Add a Note to the welcome email (optional)**: Enter a short email note.

12. **Should this person be allowed to log in?** Select the Yes or No radio button.

13. Click **OK**.