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1.0 Logging In:

To login to MyCoyote Self-Service web site:

1. Type your MyCoyote Identification in the **User ID** text box

2. Type your Password in the **Password** text box

3. Select the **Sign In** button.
2.0 Navigating to MyCoyote SB Make Payments Link:

To make a payment by credit card or electronic check, click on the **SB Make Payments** link after logging into MyCoyote. To view your due charges before you make a payment click the Student Center link.

3.0 Navigating to MyCoyote Student Center Self-Service:

To review your charges before you make a payment select the **Student Center** link after logging in MyCoyote. After reviewing your charges, click on the “make a payment” link.
4.0 Viewing the Charges Due:

To view the charges due, click on the Account Inquiry link under the Finances section. After viewing charges due, click on the “make a payment” link to continue.

**Account Summary**

<table>
<thead>
<tr>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits</th>
<th>Pending Financial Aid</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2012</td>
<td>2,320.00</td>
<td>6,722.00</td>
<td>8,042.00</td>
</tr>
<tr>
<td>Winter 2013</td>
<td>6,722.00</td>
<td>6,724.00</td>
<td>13,446.00</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>6,724.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>2,320.00</td>
<td>20,168.00</td>
<td>22,488.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

**Note:** You can also click on the “make a payment” link from the activity and the charges due tabs.
5.0 Making a Payment Online from the Enrollment Page:

If you register for classes during priority registration or during open enrollment (before the pre-payment period) you can pay your fees from the **Enrollment** page. After you have selected your classes and click on the “View Results” button, you can click on the Make a Payment button to pay your fees.

You can also click on the “Make a Payment” link from the “My Class Schedule” page.
6.0 Making the Payment Online:

Select the **Pay Fees via eCheck or Credit Card** button to pay the fees via an electronic check or credit card. Please note: VISA credit cards are not accepted.

The site will inform you of any current fees on your account. During the pre-payment period your current balance will be 0.00. Select the **make payment** tab from the top.

If you are already registered...your outstanding charges will show as an item to add to your basket. You will have the option to modify the amount you want to pay.
If you are NOT already registered…you will need to select your fees. If you are a non-resident, remember to go back and add “non-resident fees” to your shopping basket. If you are registering during Late Registration Period, add the late registration fee to your shopping basket as well.

<table>
<thead>
<tr>
<th>Course</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall IPP Credential Full-Time</td>
<td>$816.00</td>
</tr>
<tr>
<td>Fall IPP Credential Part-Time</td>
<td>$520.00</td>
</tr>
<tr>
<td>Fall IPP Graduate Full-Time</td>
<td>$860.00</td>
</tr>
<tr>
<td>Fall IPP Graduate Part-Time</td>
<td>$545.00</td>
</tr>
<tr>
<td>Fall IPP Undergraduate Full-Time</td>
<td>$719.00</td>
</tr>
<tr>
<td>Fall IPP Undergraduate Part-Time</td>
<td>$463.00</td>
</tr>
</tbody>
</table>

Click the Add to Basket Button.
Click the **Checkout** Button.

Select the **Enter new credit card information** (or **Enter new electronic check information**) radio button for the method of payment and select the **Continue Checkout** button to continue the checkout.

**Note:**

1. If **paying by check**, you will need the following information:
   a. Email address
   b. Phone number
   c. Routing / Transit number
   d. Account number

   **Only checks from regular banks, checking accounts (and most credit unions) may be used. Do not use credit card cash advance checks, brokerage account checks, or checks marked “Do Not Use for ACH”. There is no convenience fee for using the electronic check method.**

2. If **paying by credit card**, you will need the following information:
Student Self-Service Tutorial: Viewing and Paying Fees

a. Credit card number and expiration date
b. CVC ID code (usually a 3 or 4 digit code located on the back of the card)
c. Cardholder name and billing address
d. Email address

Credit card purchases include a 2.9% non-refundable convenience fee. We accept MasterCard, American Express, Diner’s Club, Discover, and Visa.

Confirm the total amount which you are going to pay for and the account information. Select Submit Payment button. Then you will have the option of printing or saving your confirmation.

Need more information or have any questions, contact the Bursar’s Office at (909) 537-5157.

7.0 Assigning a Parent Pin in CashNet

This will allow student to authorize parents or other third party to access and make payments to their account balance in CashNet.

1. Student logs in to the main portal to the Self Service page and click the “make a payment” button in the Finances section.
2. The next page to display is now in the CashNet System, and will display any balance due, and other optional items available for purchase.

### Make a Payment Online

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

- **By clicking "Next", you are acknowledging that you have read the above disclaimer.**

3. The next page to display is the details of the student account, and notice the section where the parent pin can be set up. Click on the “Add New” link to set up a new parent pin.
Prepayment Period

Tuition fees must be paid before registering for courses.

Your Account

Current Balance: $0.00
The last payment received was for $100.00 on 3/5/2013.

Saved Accounts

Fall Payment

Your Recent Payments

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/05/2013</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Parent PINs

Add New

You currently have no Parent PINs set up.

4. Enter the Parent Pin, email address, and note if desired.

Parent PIN Information

Parent PIN
Email Address
Confirm Email Address
Add a note to the welcome email (optional)

Should this person be allowed to log in?

[ ] 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.

The screen will look like the following when completed.
Note: a message providing a temporary password will be sent to the person being given access.

5. After assigning a parent pin has been assigned the message in the parent pin section will change and can be edited, updated, and deleted by the student.
After the Parent Pin has been established the following message will be sent:

Student Name has created an account for you at CSU San Bernardino.

Pay Bill

Your login information is:

Parent PIN: 1020
Password: tHRjXbmjB

To access the account, please click the link below:

https://commerce.cashnet.com/csusbpay?LT=P

(If clicking the link does not work, please copy and paste the information into your browser.)