

## LOGIN

1. Go to [www.lorainccc.edu](http://www.lorainccc.edu)
2. Click **MyCampus login** in the upper right corner
3. Enter your **User ID** (ex. d.explorer3).
4. Enter your **Password** as you created it.
5. Click **Sign In**


## STUDENT FINANCIALS

### VIEW MY ACCOUNT SUMMARY

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. The Account Summary is displayed under the **Finances** heading.
4. Click the **Account Inquiry** link to view further details.
  - Click the **Activity Tab** to view a history of all account activity.
  - Click the **Charges Due** tab to view the due dates for all open charges.
  - Click the **Payments** tab to view payments you have made to your account.
  - Click the **Pending Aid** tab to view tentative financial aid awards. These are awards that have been approved pending satisfactory completion of requirements, but have not yet been disbursed to your account.

### 1098-T TAX FORM PERMISSION AND VIEWING

(you must first grant permission before you will be able to view you 1098-T tax form)

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the "other financial..." list.
4. Click the **View 1098-T** list item
5. Click the **GO** button. 
6. Click the **Grant Consent** button.
7. Click the **Yes, I have read the agreement** option.
8. Click the **Submit** button.
9. Click the **View 1098-T Selection** link
10. Click the **Tax Year** link. Once 1098-T forms are available for the tax year and you are required to receive one, you will be able to select them for viewing on this page.

## PAYMENTS


### VIEW PAYMENT HISTORY

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the "other financial..." drop down and select **Payments**.
4. Click the icon.

### MAKING A PAYMENT USING CASHNET

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the **Make a Payment** link.
4. Click the **Continue to CASHNet** button. CASHNet will open into a new browser window or a new tab, depending on the browser you are using.
5. Click the **Click Here to Make a Payment** link.
6. Click the **Fees** link.
7. You may either choose to pay the full amount listed or enter a different amount in the Amount: field.
8. Click the **Add To Shopping Cart** button.
9. Click the **Checkout** button.
10. You must fill out the Credit Card form page with all the required information to continue to the Checkout page.
11. Click the **Continue Checkout** button.
12. Click the **Submit Payment** button.

### ENROLL IN A PAYMENT PLAN


1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the "other financial..." list.
4. Click the **Enroll in Payment Plan** list item.
5. Click the **Go** button. 
6. Click the **Fall Tuition Installment Plan** option.
7. Click the **Next** button.
8. Click the **Next** button.
9. Click the **Yes, I have read the agreement** option.
10. Click the **Enroll** button.
11. Click the **View my Account** button to see how the payment plan has effect your activity.

## FINANCIAL AID

### VIEWING FINANCIAL AID

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the **View Financial Aid** link to view your financial aid
4. Click the **Aid Year** (ex. [2011](#)) link.

### AUTHORIZING A FINANCIAL AID PERMISSION FORM FOR BOOKS AND FEES

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the "other financial..." list.
4. Click the **View Student Permissions** list item.
5. Click the **GO** button. 
6. Click the **Grant Permissions** button.
7. Click the **Next** button.
8. Click the **Yes, I have read the agreement** option.
9. Click the **Submit** button.

### ACCEPTING AND DECLINING AWARDS

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the **Accept/Decline Awards** link.
4. Click the **Aid Year** (ex. [2011](#)) link.
5. Clicking "**Accept All**" will accept all of the awards listed here.
6. Clicking "**Decline All**" will decline all of the awards listed here.
7. Clicking "**Clear All**" will clear the check boxes and allow you to choose which ones to accept or decline again.
8. Click the **Submit** button.

## CASHNET AUTHORIZED USERS

Students can authorize other persons (such as parents or spouses) to make payments in CashNET by giving them direct access to CashNET, rather than giving them access to their MyCampus page and other personal information. Authorized users do not have access to financial aid, grades or other online student information.

## CREATE AN AUTHORIZED USER

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the **Make a Payment** link.
4. Click the **Continue to CASHNet** button. CASHNet will open into a new browser window or a new tab, depending on the browser you are using.
5. Click the **Add New** link under Parent PINs.
6. Enter the requested information. Click the **OK** button.
7. The email address entered will receive an email with a link that will give them access to the CashNET payment page for payments on behalf of the student's account.

## CHANGE AUTHORIZED USER INFORMATION

1. Log in to **MyCampus**
2. Click the **Student Center** Link
3. Click the **Make a Payment** link.
4. Click the **Continue to CASHNet** button. CASHNet will open into a new browser window or a new tab, depending on the browser you are using.
5. Click the **Edit** link for the user under Parent PINs..
6. Update the information. Click the **OK** button.

## LOGIN AS AN AUTHORIZED USER

1. Go to:  
<https://commerce.cashnet.com/loraincccpay?LT=P>  
Or use the link you received in your email when the account was created.
2. Enter your **Authorized User PIN** and **Password**.
3. The first time you log in you will need to change your password.
4. You will then be able to make a payment by using the **MAKING A PAYMENT USING CASHNET** Instructions.
5. NOTE: If an authorized user does not know their PIN and/or password **the student who created the account** must be contacted – they are the only person who can assist them with their PIN and password.

## Student Center

The screenshot shows the MyCampus Student Center interface. The top navigation bar includes 'Academics', 'Finances', and 'To Do List'. The 'Academics' section features a search bar, a 'SEARCH FOR CLASSES' button, and a 'This Week's Schedule' table. The 'Finances' section includes a 'My Account' summary showing a balance of \$2,647.40, with 'Due Now' at \$1,199.90 and 'Future Due' at \$1,447.50. The 'To Do List' section highlights 'Holds' and 'Admissions or Financial Aid' with callout boxes. The 'Advisor' section shows 'Program Advisor' as 'None Assigned'. The 'News and Info' section lists 'CNN' and 'BBC'.

Class	Schedule
BIOG 115-DE02 LEC (2278)	MoWeFr 3:00PM - 3:50PM PS108
ENGL 161-DE48 LEC (1486)	MoWe 1:00PM - 2:15PM SC125

**Account Summary**  
You owe **2,647.40**.

- Due Now 1,199.90
- Future Due 1,447.50

Currency used is US Dollar.

**To Do List Details:**  
Check your **Holds**, such as Bursar or Admission, by clicking the **Details** link.  
The **To Do List Details** link will let you know when the college needs something to continue **Admissions or Financial Aid**.

## NEED MORE HELP?

If you experience errors or have any difficulties through these processes, contact the Help Desk 440-366-4351 • toll free 1-800-995-5222 ex. 4357 • [helpdesk@lorainccc.edu](mailto:helpdesk@lorainccc.edu)  
**If you have a question regarding your account or financial aid, please contact**  
 Financial Aid 440-366-4034  
 Bursar's Office 440-366-4045  
[www.lorainccc.edu](http://www.lorainccc.edu)  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)