

Information for Students

CASHNet® Electronic Payment Options

ePayment

Electronic payments made from a checking account can be made through CASHNet® using a bank account located in the United States. You will need your account's routing number in addition to the bank account number (both of these can be found at the bottom of your check). Please contact your bank or credit union if you need help determining these numbers.

*Debit cards **may not** be used with this payment method.*

Credit or Debit Cards

Visa, MasterCard, Discover, and American Express payments can be made through CASHNet®.

There is a 2.75% convenience fee for all credit **and** debit card transactions (payments made by debit card are treated as credit card payments, so the 2.75% convenience fee also applies). The convenience fee is non-refundable, even if the payment to which it relates is cancelled, refunded, credited, or charged back.

Students access CASHNet® by:

- Logging in to Web for Student using their Oregon Tech ID and Web for Student PIN
- Selecting the *Student* tab
- Selecting CASHNet®

OR

- Going to the Cashier's Office Website (www.oit.edu/cashiers) and clicking the CASHNet® Login link

The screenshot shows a Firefox browser window with the URL https://commerce.cashnet.com/cashnetc/SelfServe/eBillLogin.aspx?client=OIT_PROD. The page features the Oregon TECH logo and the heading "Oregon Tech Student Account". The login form includes input fields for "Student ID" and "PIN", and a "Login" button. A link for "Benefactor Login" is provided. Below the form, the following instructions are listed:

- Students use your Oregon Tech Identification Number starting with 918.
- Your password is the same as your web-for-student password.
- If you do not know your Student Identification Number or password contact the Registrar's office.
- Parents use the benefactor login name your student created for you.

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Student Login Information

"Student ID" is your Oregon Tech ID (begins with 918), and "PIN" is the same as your Web for Student PIN.

If you have forgotten, or your PIN is not working you will need to contact the Registrar's Office (541.885.1305) to request that it be reset.

Making Payments

Once you are logged in there will be a blue bar at the very top of the webpage that looks like this:



your account view bills **make payment** basket help sign out

This will take you to a page that will show you a list of items that you can choose to pay. If you are paying your current term balance, click on the amount and it will automatically show the full total amount due. If you are wanting to pay just a portion of this, you can manually change the amount.

Once you have chosen the item and amount you would like to pay, click the “Add to basket” button, then either “Continue Shopping” if you wish to add other items to your basket, or “Checkout” if you are ready to pay for what is in your basket.

Once you hit “Checkout” you will be asked to input your payment information or select a payment method you have saved on your account. Follow the prompts to finish making your payment. An email will be sent to your Oregon Tech email address confirming the payment has been made.

Setting up Benefactors

Students can establish up to five Benefactors on their *CASHNet*® login (Benefactor logins are unique to each student account, so a parent or guardian with multiple students will need to have a separate login for each student) by following the steps below:

- o Login to Web for Student
- o Select the *Student* tab
- o Select *CASHNet*®

OR

- o Go to the Cashier’s Office Website (www.oit.edu/cashiers) and clicking the *CASHNet*® Login link

AND

- o Login to *CASHNet*® using your Oregon Tech student ID and Web for Student PIN
- o Select the *Add New* button in the *Parent PINs* box
- o Provide a user name, and the Benefactor’s email address
- o Select the *OK* button, and an email welcome containing the Benefactor’s temporary password will be sent to the email address provided

Information for Parents or Guardians (Benefactors)

Student File Privacy Information

Oregon Tech is committed to the privacy of our students, and the Oregon Tech Privacy Policy reflects this commitment by complying with the Family Educational Rights and Privacy Act of 1974 (FERPA) – sometimes referred to as the Buckley Amendment – which establishes students’ rights and institutions’ responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records

Under FERPA, a student’s financial records are confidential. In order for Oregon Tech to provide eBills, or other *CASHNet*® access to a third-party (such as a parent or a guardian) the student must establish them as a Benefactor in *CASHNet*®. Benefactors will receive the same email notifications (to the email address indicated in your Benefactor login information) that a student receives each month and can access eBills by clicking on the link provided in the emails or from the Cashier’s Office Website (www.oit.edu/cashiers) by clicking on the *CASHNet*® Benefactor Login link. Benefactors can also view the student’s current balance, and recent activity since the last billing statement.

Please note that Benefactor access does not provide access to student financial information (or any other information) by any other means than CASHNet®. If you require information directly from the Oregon Tech your student will have to provide the university with a File Authorization form on your behalf. For additional information regarding the File Authorization form, please contact the Registrar’s Office at registrar@oit.edu or 541.885.1305.