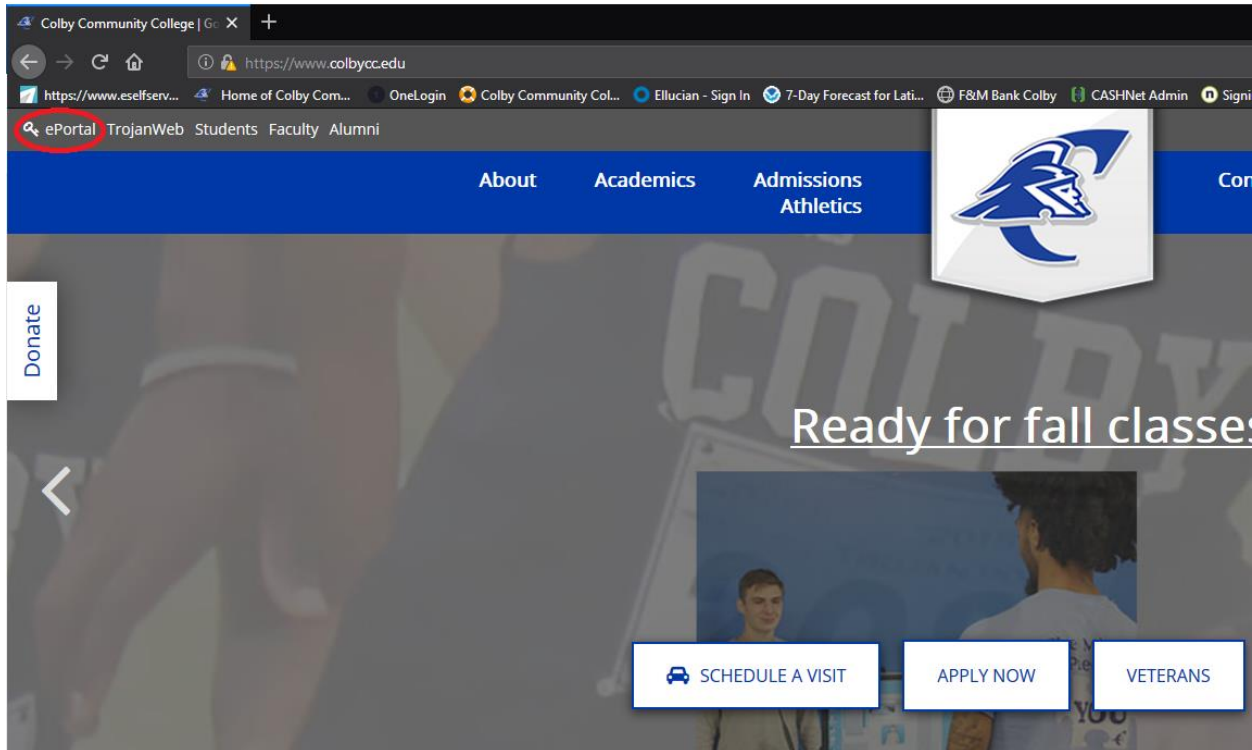
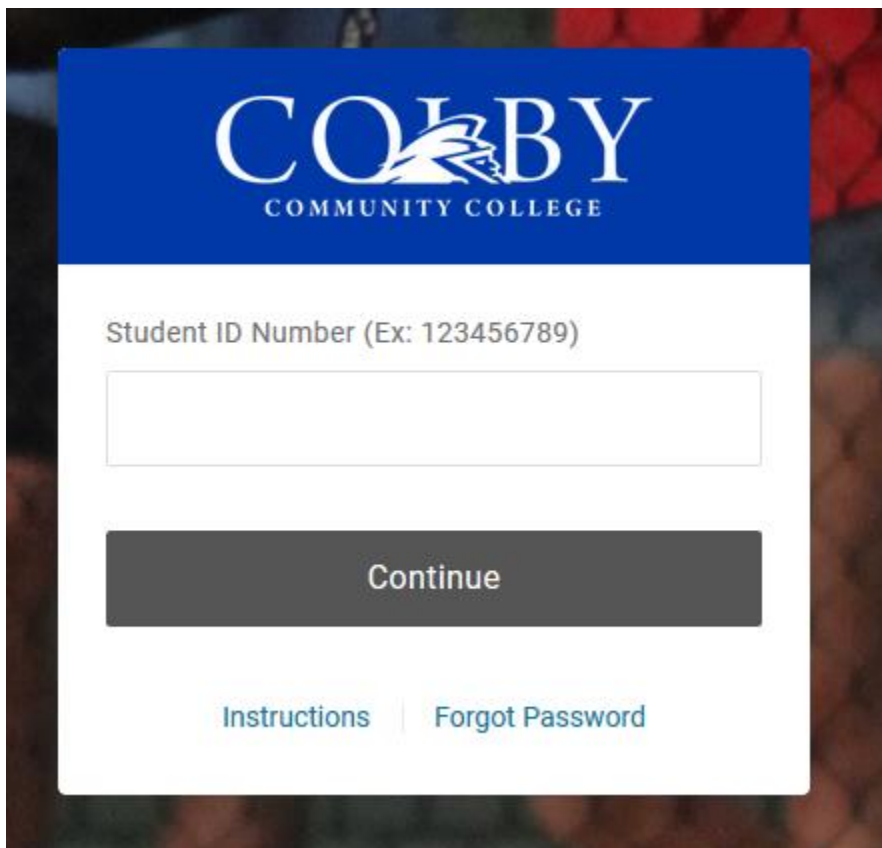


## Student / Setting up a Parent PIN

From the Colby Community College website (colbycc.edu), have your student click on the ePortal link at the top left.



At the OneLogin page, enter your Student ID # or CCC email and password.



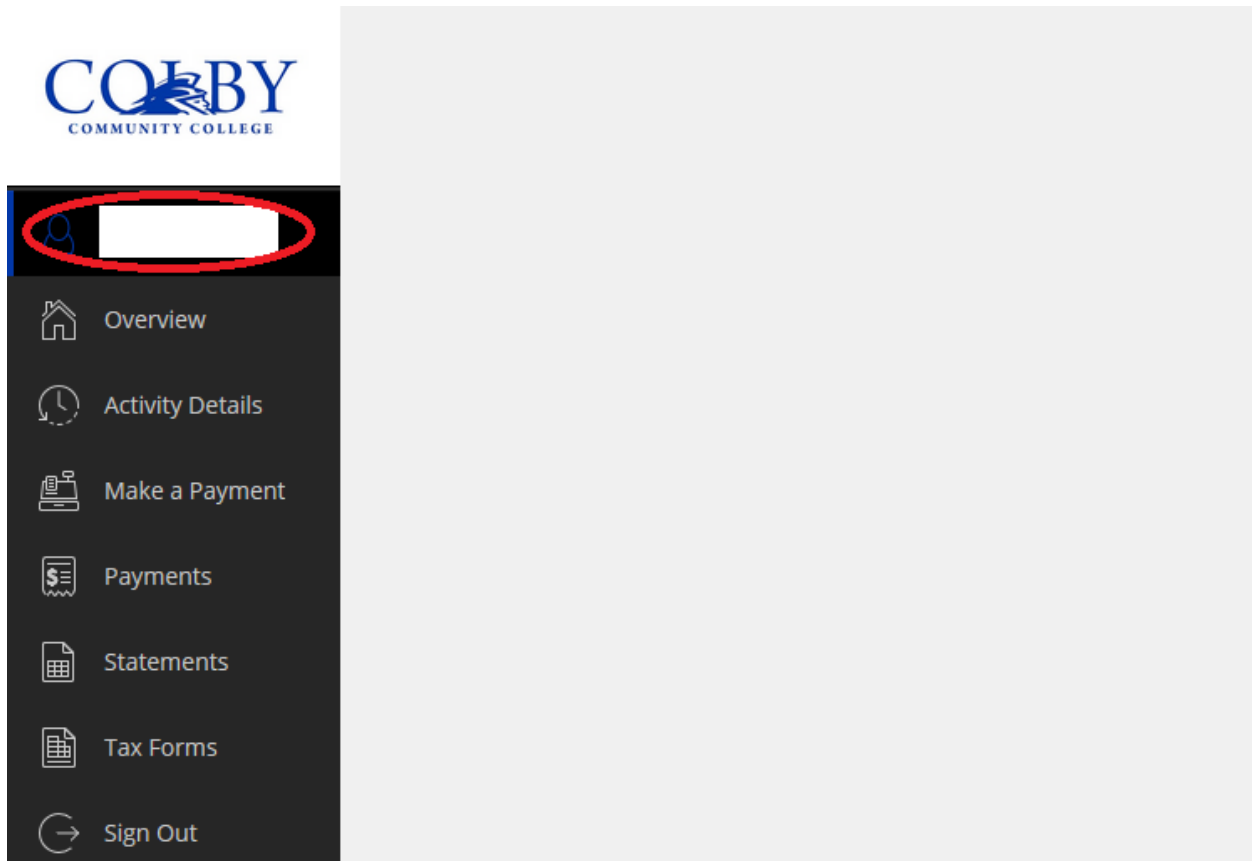
Click on the Trojanweb tab.

The screenshot shows the Colby Community College ePortal. At the top is a blue header with the college logo. Below it is a search bar. The main content area is titled 'Frequents' and contains several service tiles: Canvas (Branded) Students, Canvas (Students), CCC Help Desk, eSelfServe, Google Earth, KnowBe4, Rave - Colby Community ..., and Trojanweb. The Trojanweb tile, which features a blue Trojan logo, is circled in red.

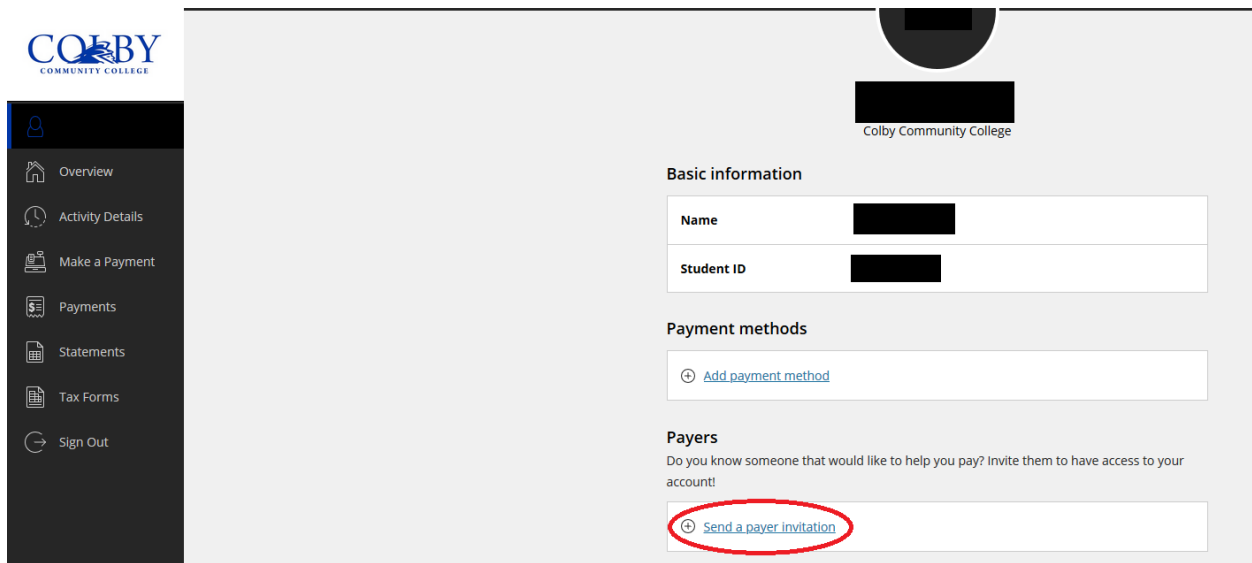
Click on the Finances tab > Make A Payment

The screenshot shows the navigation menu of the Colby Community College ePortal. The 'Finances' tab is circled in red. Below it, the sub-menu item 'Make a Payment' is also circled in red. The rest of the navigation menu includes Home, Register, Classes, Grades, Search, and My Profile. Below the navigation is the 'Finances' section header and the text: 'You can view your account balance or billing statement. If y'.

Click on your name.



Click on the Send a payer invitation link



Fill out the information and click Send invitation when done.

Profile

# Payer Invitation

## Payer information

\* First name

\* Last name

\* Email address

\* Confirm email address

---

## Payer access

Allow access to statements

Allow access to tax forms

---

**Message to payer**

*Maximum 250 characters*

Cancel Send invitation