

## Create PIN for Authorized Users

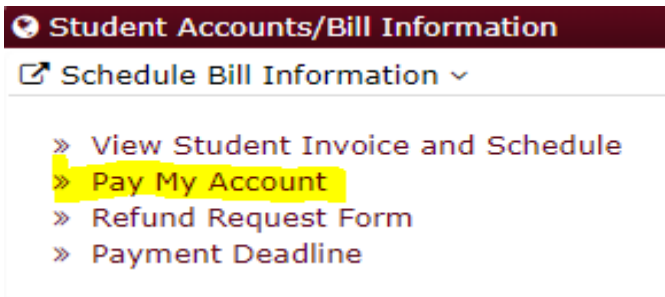
Students can authorize parents, guardians or other users to have access only to make payments, view payment history and balance on account. They will not have access to financial aid, grades or other online student information.

Log in to your myHACC account at [myhacc.hacc.edu](http://myhacc.hacc.edu) using your HAWKMail prefix for your User ID and enter your password. If you are not sure of your HACC password, follow the [Forgotten Password](#) link.

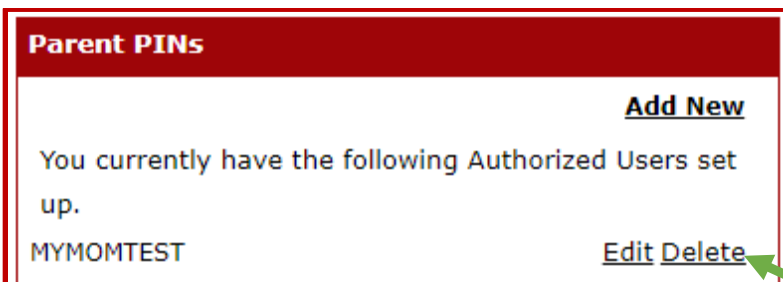
→ On the Student tab, Select Registration/Records on the left navigation bar



→ Under Student Accounts/Bill Information click on Pay My Account



→ Under Parent PINs click 'Add New'



You can edit or delete any of your authorized users here

➡ **Complete the authorized user information. All fields with an \* are required.**

Authorized User	<input type="text"/>	*
First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Email Address	<input type="text"/>	*
Confirm Email Address	<input type="text"/>	*
Relationship to Student	<input type="text"/>	*
Phone Number	<input type="text"/>	
Address Line 1	<input type="text"/>	
Address Line 2	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip	<input type="text"/>	
Add a note to the welcome email (optional)	<input type="text"/>	
Should this person...		
be allowed to log in?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
receive Installment Payment Plan email notifications?	<input checked="" type="radio"/> Yes <input type="radio"/> No	

**Create a user login for your authorized user. Something easy to remember.**

➡ **Click OK to complete the registration**

**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.**