



Student User Guide: SIO & MPS Pay Online

Step 1: Invite a Contact to Use MPS & Manage Access

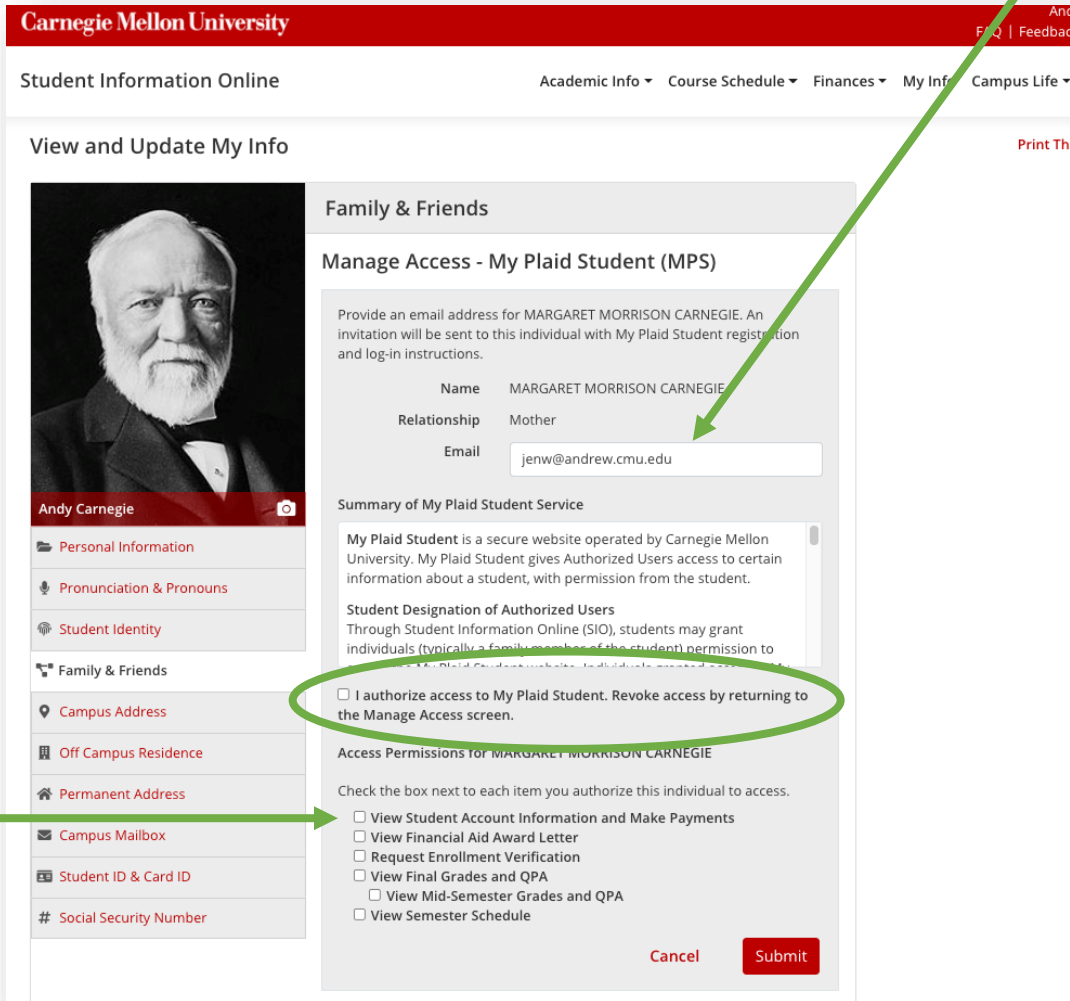
To allow a contact to access some of your student information, including the ability to make student account payments in MPS, select **Family & Friends** under the **My Info** tab in SIO.

The screenshot shows the Carnegie Mellon University Student Information Online (SIO) interface. The user is logged in as Andy Carnegie. The navigation menu includes Academic Info, Course Schedule, Finances, My Info, Campus Life, and Contacts. The 'My Info' tab is selected, and the 'Family & Friends' section is active. A red button labeled '+ Add Family or Friend' is circled in green. Below this, a contact named MARGARET MORRISON CARNEGIE is listed with details such as Mobile Phone, Email (jenw@andrew.cmu.edu), Relationship (Mother), Country (USA), Address Line 1 (CARNEGIE MELLON), Address Line 2 (5000 FORBES AVENUE), City/State/Zip (PITTSBURGH, PA 15213-3890), and Phone (412-268-8186). The 'Access Permissions' section shows 'My Plaid Student (MPS)' with a 'Manage MPS' button circled in green, and 'E-Bills' with a 'Manage E-Bills' button. The 'Emergency Contact' and 'Confidential Missing Person Contact' sections are also visible.

Add new contacts by clicking the red **+ Add Family or Friend** button.

Click the **Manage MPS** button to invite your contact to use MPS, to change/update what your contact can view in MPS, or to revoke MPS access.

If you're providing a contact with MPS access for the first time, type in your contact's email address and an invitation will be sent to your contact with MPS registration and log-in instructions.



Authorize a contact to access MPS by checking the box beside **I authorize access to My Plaid Student**. You may revoke a contact's MPS access at any time by returning to your SIO Family & Friends screen and clicking the Manage Access button.

In order to provide your contact with access to MPS Pay Online, be sure to check the box next to **View Student Account Information and Make Payments**. This will allow your contact to make payments to your student account. Your contact will also be able to view your Student Account Invoices and Student Account Activity.

Read the Terms & Conditions and **check the box to acknowledge and agree**. Then click **Submit**.

Carnegie Mellon University

Student Information Online

Academic Info ▾ Course Schedule ▾ Finances ▾ My Info Campus

View and Update My Info

Andy Carnegie

- Personal Information
- Pronunciation & Pronouns
- Student Identity
- Family & Friends**
- Campus Address
- Off Campus Residence
- Permanent Address
- Campus Mailbox
- Student ID & Card ID
- Social Security Number

Family & Friends

Manage Permissions - My Plaid Student (MPS)

Name MARGARET MORRISON CARNEGIE

Email jenw@andrew.cmu.edu

You have selected the following permissions

- View Student Account Information and Make Payments

[Edit MPS Permissions](#)

Terms & Conditions

You have elected to grant the individual referenced above (hereinafter the "Authorized User") access to the My Plaid Student Website. Authorized User will have access to the following information and functionality on the My Plaid Student website:

- View Student Account Information and Make Payments**
Your student account information may include your name, permanent address, Andrew ID, the last four digits of your social

I acknowledge that I have read, understand, and agree to the above terms and conditions.

[Cancel](#) [Submit](#)

Step 2: View MPS Access permissions

The screenshot displays the 'Family & Friends' management interface. On the left, a profile card for 'Andy Carnegie' is visible, with a navigation menu including 'Personal Information', 'Pronunciation & Pronouns', 'Student Identity', 'Family & Friends', 'Campus Address', 'Off Campus Residence', 'Permanent Address', 'Campus Mailbox', 'Student ID & Card ID', and 'Social Security Number'. The main area shows details for 'MARGARET MORRISON CARNEGIE', including contact information (Email: jenw@andrew.cmu.edu, Relationship: Mother, Country: USA, Address: 5000 FORBES AVENUE, PITTSBURGH, PA 15213-3890, Phone: 412-268-8186) and 'Access Permissions'. The permissions list includes 'My Plaid Student (MPS)' with a 'Manage MPS' button, and several items: 'PENDING: MPS Access' (yellow circle), 'ENABLED: View Student Account Information and Make Payments' (green checkmark), and four 'DISABLED' items (red X) for viewing financial aid, enrollment verification, final grades, and semester schedules. A green arrow points from the 'Family & Friends' menu item to the 'My Plaid Student (MPS)' section.

If your contact received the MPS invite email and completed the registration process, you will see **ACCEPTED: MPS Access**. If an invitation was sent but your contact did not complete the registration process, you will see **PENDING: MPS Access**. Items that you enable your contact to access in MPS will be marked with a green checkmark.

Step 3: View MPS Bank Accounts

If you provided your contact with payment access in MPS, then the bank account(s) that your contact added will be displayed on your **Bank Account List** screen.

Bank Account List Print This Page

Student Information Online (SIO) Bank Accounts [+ add account](#)
You have no Bank Accounts defined in SIO. Please click "+ add account" to create an account.

My Plaid Student (MPS) Bank Accounts

ACCOUNT	OWNER NAME
My Checking - 7654	Margaret Carnegie

Default Payment and Refund Accounts

Default Payment Account:

Refund Account:

What Does Refund [R] Mean?
Refund [R] indicates the account where your electronic refunds are deposited. You can only have one refund account.

What Does Default Payment [D] Mean?
Default payment [D] indicates which bank account is pre-selected on the Pay Now screen.

Your contact may allow you to use a bank account that they added in MPS to make payments and/or receive refunds. If those accounts are listed here, then you may select one of them as a default payment and/or refund account. **Remember to click the Save button if you select the default payment and/or refund account.**

Step 4: View MPS Bank Account Activity

View scheduled, pending and completed payments and refunds, including payments initiated by a contact in MPS on the **Bank Account Activity** screen.

Bank Account Activity

Scheduled Activity

PAYMENT DATE	ENTERED DATE	TYPE	BANK ACCOUNT	AMOUNT	
25 Aug 2021	25 Aug 2021	Payment	MPS: Margaret Carn...	\$200.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Pending Activity
You have no pending bank account activity.

Completed Activity
You have no completed bank account activity.