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 ‘Manage Family & Friends’ under the ‘My Info’ tab in SIO.

Add new contacts by clicking the blue ‘+ add friend or family’.

Click the ‘Manage Access’ 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 emailed to your contact with MPS registration and login instructions.

Authorize a contact to access MPS by checking this box.

Note: You may revoke a contact’s MPS access at any time by returning to your SIO ‘Manage Family & Friends’ screen and clicking the ‘Manage Access’ button.

In order to provide your contact with access to the new MPS Pay Online, be sure to check the box next to ‘Student Account Information and 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.
Permissions for: MARGARET MORRISON CARNEGIE

You have selected the following permissions:

- Student Account Information and Payments
  - edit

Terms & Conditions

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

- Student Account Information and Payments: Your student account information may include your name, permanent address, Andrew ID, the last four digits of your social security number, payments and
  - I acknowledge that I have read, understand, and agree to the above terms and conditions.

Read the Terms & Conditions and check the box to acknowledge and agree. Then click "submit".

STEP 2: View MPS Access Permissions

If your contact received the MPS invite email and completed the registration process, you will see "My Pled Student access is ACCEPTED". If an invitation was sent, but your contact did not complete the registration process, you will see "My Pled Student access is PENDING".

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.

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 a 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.

TIP: When a blue ‘i’ circle is displayed in SIO, hover over it for additional details.