

Student User Guide: SIO & MPS Pay Online

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

To allow a contact to access to 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.

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Academic Info Course Schedule Finances My Info Campus Life Resources

Manage Family & Friends

Edit or delete Family & Friends info + add friend or family

MARGARET MORRISON CARNEGIE Edit Delete

Mobile Phone
Email

Relationship: Mother
Country: USA
Street: CARNEGIE MELLON
Address Line 2: 5000 FORBES AVENUE
City, State, Zip: PITTSBURGH, PA 15213
Phone: 412-268-8186

Access Permissions
My Plaid Student provides your contact with login access to some of your student information. Manage Access
CMU can email your monthly student account invoices to this contact. Manage E-Bills

Emergency Contact: Not an Emergency Contact
Missing Person Contact: Not a Confidential Missing Person Contact

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 log-in instructions.

Access for My Plaid Student

*Provide an email address for Margaret Carnegie. An invitation will be sent to this individual with My Plaid Student registration and log-in instructions.

Name: Margaret Carnegie
Relationship: Mother
Email*: test@andrew.cmu.edu

Summary of My Plaid Student Service:

My Plaid Student is a secure website operated by Carnegie Mellon University. My Plaid Student gives Authorized Users access to certain information about a student, with permission from the student.

Student Designation of Authorized Users
Through Student Information Online (SIO), students may grant individuals (typically a family member of the student) permission to access the My Plaid Student website. Individuals granted access to My Plaid Student are referred to as Authorized Users.

I authorize access to My Plaid Student*.

*You may revoke Margaret Carnegie's access to My Plaid Student at any time by returning to this Manage Access screen in SIO.

Access Permissions for MARGARET MORRISON CARNEGIE
Check the box next to each item you authorize this individual to access.

Student Account Information and Payments
 Request Enrollment Verification

Next Cancel

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

Name: MARGARET MORRISON CARNEGIE
Email: test@andrew.cmu.edu

You have selected the following permissions:
Student Account Information and Payments
[← edit](#)

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:

- **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

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Manage Family & Friends

Edit or delete Family & Friends info + add friend or family

MARGARET MORRISON CARNEGIE

Mobile Phone: _____
 Email: test@andrew.cmu.edu
 Relationship: Mother
 Country: USA
 Street: CARNEGIE MELLON
 Address Line 2: 5000 FORBES AVENUE
 City, State, Zip: PITTSBURGH, PA 15213
 Phone: 412-268-8186

Access Permissions: **My Plaid Student access is ACCEPTED**

- Finances: Student Account Information and Payments is ENABLED
- Academic: Request Enrolment Verification is DISABLED

CMU can email your monthly student account invoices to this contact.

Emergency Contact: Not an Emergency Contact
 Missing Person Contact: Not a Confidential Missing Person Contact

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

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Bank Account List

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:

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.

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Bank Account Activity

Scheduled Activity				
PAYMENT DATE	ENTERED DATE	TYPE	BANK ACCOUNT	AMOUNT
15 Dec 2016	08 Dec 2016	Payment	MPS: Margaret Carn...	\$200.25

Pending Activity
You have no pending bank account activity.

Completed Activity
You have no completed bank account activity.



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