

**CMC**  
COPPER MOUNTAIN COLLEGE

**Single Sign-On**  
CMC Email Address  
Next  
Secured by Duo

- ✔ Sign in at: [MyCMC Portal](#)
- ✔ From the Self-Service dashboard, select the **PayMyTuition** tile.
- ✔ The screen will count down before you are automatically redirected to the PayMyTuition Portal.

**CMC Self-Service**  
Test

Hello, Welcome to CMC Self-Service Test!  
Choose a category to get started.

**PayMyTuition**  
Here you can view and manage all of your financial information and make payments online.

**ADDING AN AUTHORIZED USER TO YOUR PAYMYTUITION PROFILE – STUDENT INSTRUCTIONS**

**Step 1: Register for an Account with PayMyTuition**

- ✔ Upon redirecting into the PayMyTuition portal, select **CREATE PROFILE** and click the **REGISTER** button.
- ✔ Complete your profile information and click **CREATE AN ACCOUNT**.
- ✔ Be on the look for an email from PayMyTuition confirming your profile has been created.

**Setup your profile**  
Once you have setup your profile you will be able to:

- Setup notifications via email or SMS
- Setup payment options and schedule your payments
- Add authorized users to your account
- Manage your refunds and setup auto-deposits

**Profile Information**

First Name: Last Name:  
Student ID: Preferred Email Address:

Click on the register button below to setup your profile. You will be able to update your information prior to setting up your profile.


**REGISTER**

**LOGIN/SIGN UP**

Log in | **Sign up**

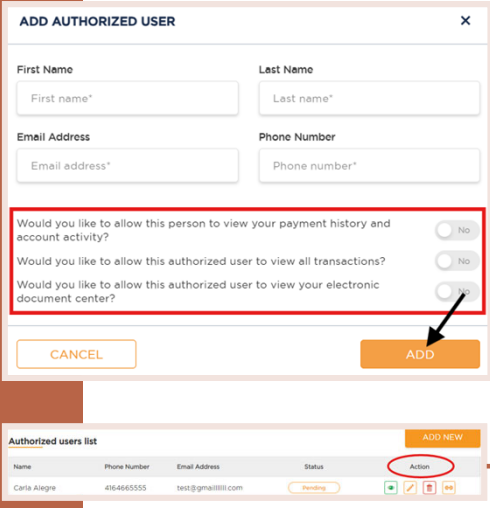
First Name: John | Last Name: Doe  
 Email address: | Phone Number: 112223333  
 Password: Password\* | Confirm password: Confirm password\*  
 Do you want to enable 2 factor authentication?  
 How you would like to receive your verification code?  
 Via Email

**CREATE AN ACCOUNT**



**Step 2: Add an Authorized User**

- ✓ Within the PayMyTuition portal, login to your PayMyTuition account.
- ✓ Select the **MY PROFILE** section and click **Authorize User List** at the bottom of the page. Select **ADD NEW**.



**ADD AUTHORIZED USER**

First Name:  Last Name:

Email Address:  Phone Number:

Would you like to allow this person to view your payment history and account activity?  YES  NO

Would you like to allow this authorized user to view all transactions?  YES  NO

Would you like to allow this authorized user to view your electronic document center?  YES  NO

**Authorized users list**

Name	Phone Number	Email Address	Status	Action
Carla Alegre	4064665555	test@gmail1111.com	Pending	<input type="button" value="ADD NEW"/>

- ✓ Input your authorized user information. Remember to enable the correct permissions for your authorized user by toggling the security options available.
- ✓ Once you have completed the form, click **ADD**. Your authorized user will receive an email from PayMyTuition requesting they register as a user.
- ✓ Students can track the status of their authorized user request, edit authorized user details, delete the authorized user from their account, and resend the email link for registration within their Authorized users list dashboard.

## ACCESSING YOUR STUDENTS' PAYMYTUITION PROFILE – AUTHORIZED USER INSTRUCTIONS

### Step 1: Complete your Account Registration with PayMyTuition

✓ You will receive an email from PayMyTuition with a request to register for an account. Click on the link within the email to complete your account setup.

### Step 2: Access your PayMyTuition Account as an Authorized User

✓ To access your PayMyTuition account as an Authorized User, visit [www.paymytuition.com](http://www.paymytuition.com) and select **Login** from the top of the screen.

Input your email address and password and click **Login** to access your students' Payment Center and view or action on payments.