

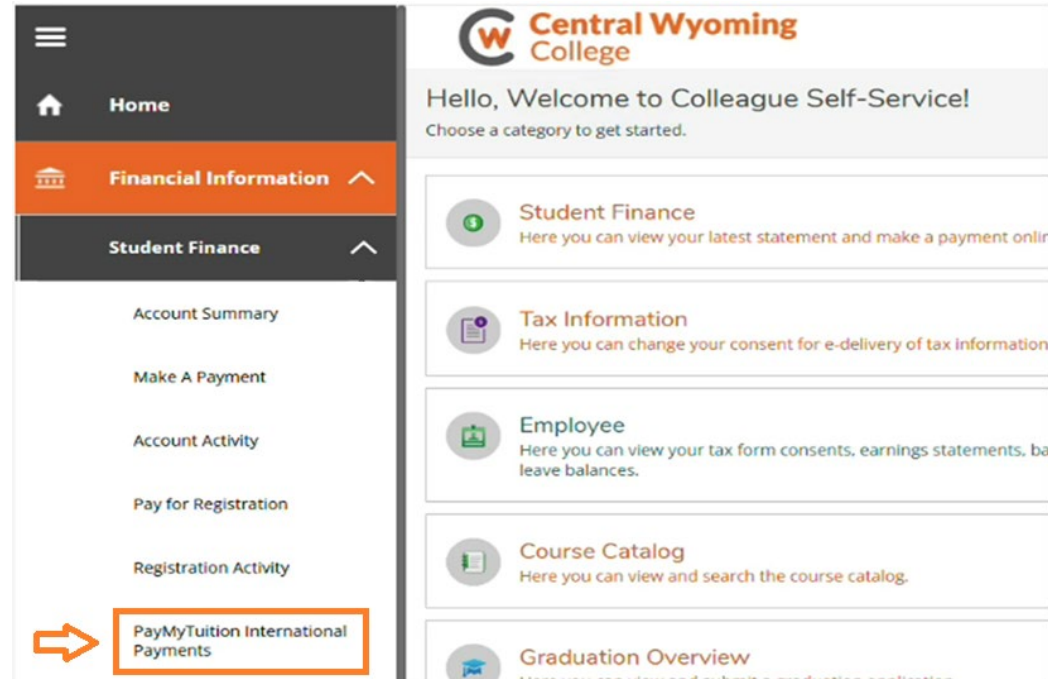
Central Wyoming College

Username

Remember my username

Continue

[Forgot Password](#)



Central Wyoming College

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

- Student Finance
Here you can view your latest statement and make a payment online.
- Tax Information
Here you can change your consent for e-delivery of tax information.
- Employee
Here you can view your tax form consents, earnings statements, balance leave balances.
- Course Catalog
Here you can view and search the course catalog.
- Graduation Overview
Here you can view and submit your graduation application.





Home

Financial Information

Student Finance





- Account Summary
- Make A Payment
- Account Activity
- Pay for Registration
- Registration Activity
- PayMyTuition International Payments

- ✔ Access [Central Wyoming College's OneLogin](#) and log into your account.
- ✔ From the navigation panel, select 'Financial Information', then 'Student Finance', to locate the 'PayMyTuition International Payments' link.
- ✔ Lastly, select the **PayMyTuition banner** to be redirected to the **PayMyTuition Payment Center**.

 PAYMENT CENTER
  STATEMENTS
  E-DOCUMENTS
  **CREATE PROFILE**

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.

REGISTRATION DETAILS

STUDENT INSTRUCTIONS



ADD AN AUTHORIZED USER TO YOUR PAYMYTUITION PROFILE

Step 1: Register for an Account with PayMyTuition

☑ Upon redirecting into the PayMyTuition portal, select **CREATE PROFILE** and select the **REGISTER DETAILS** button.

LOGIN/SIGN UP ✕

Log in
 Sign up

First Name _____ Last Name _____
 Email address _____ Phone Number _____
 Phone number*
 Password _____ Confirm password _____
 Password*  Confirm password* 

Yes Do you want to enable 2 factor authentication? OTP expires 3 min after receipt.

How you would like to receive your verification code?

Via Email

CREATE AN ACCOUNT

☑ Complete the **LOGIN/SIGN UP** form requirements and select **CREATE AN ACCOUNT**.

☑ Be on the look for an email from PayMyTuition confirming your profile has been created.

If you previously registered for an account with PayMyTuition, proceed to **Step 2**.



E-DOCUMENTS



CREATE PROFILE



PAYMENT CENTER



STATEMENTS



REFUNDS



MY PROFILE



E-DOCUMENTS



AUTHORIZATIONS

My profile

Personal details

Notification settings

Alerts and reminders :

Payment notifications :

Default phone number :

Default email address :

Active Payment Options

Authorize User List

ADD NEW

Authorized users list

Name	Phone Number	Email Address	Status	Action
No Records Available				

Step 2: Add an Authorized User

- ✔ Within the PayMyTuition portal, login to your PayMyTuition account.

- ✔ Select the **MY PROFILE** section and select **Authorize User List** at the bottom of the page. Select **ADD NEW**.

ADD AUTHORIZED USER ✕

First Name
First name*

Last Name
Last name*

Email Address
Email address*

Phone Number
Phone number*

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

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

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

CANCEL **ADD**



- ✔ Input the authorized user information. Remember to enable the correct permissions for the authorized user by toggling the security options available.
- ✔ Once the form is complete, select **ADD**. The authorized user will receive an email from PayMyTuition requesting they register as a user.

Active Payment Options | Authorize User List

Authorized users list ADD NEW

Name	Phone Number	Email Address	Status	Action
Jane Doe	0001112234	janedoe123@gmail.co...	Pending	



- ✔ 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.



Hello Authorized User,

John Doe has granted you access to their student financial account. Please click on the link below to register your account and establish your personalized login.

[Click here to register your account!](#)

If you have any questions, please contact us directly or your dedicated department at your institution.

Regards,

PayMyTuition Support Team

Email: studentrefunds@paymytuition.com


Toll Free: [+1.855.663.6839](tel:+1.855.663.6839)

Canada Local: [+1.905.305.9053](tel:+1.905.305.9053)

US Local: [+1.201.209.1939](tel:+1.201.209.1939)

AUTHORIZED USER INSTRUCTIONS ACCESSING YOURPAYMYTUITION PROFILE

Step 1: Complete your Account Registration with PayMyTuition

Authorized Users will receive an email from PayMyTuition with a  request to register for an account. Select the link within the email to complete your account setup.

Login

Email address

Email address*

Password

Password*



[Forgot your password?](#)

LOGIN

Step 2: Access your PayMyTuition Account as an Authorized User

 To access your PayMyTuition account as an Authorized User, visit <https://payment.paymytuition.com/login>.

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