
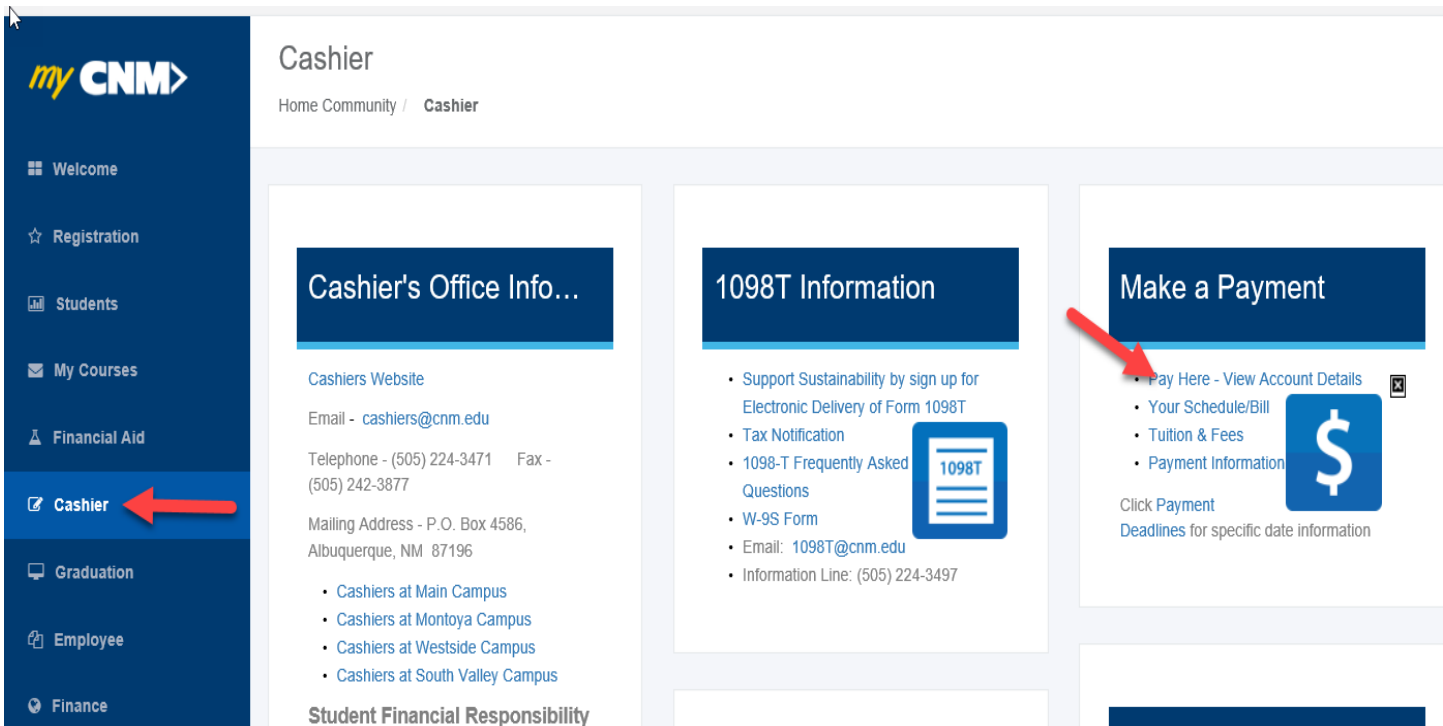


How To Set Up An Authorized User

- 1 In your myCNM account, choose the "Cashier" link on left side menu. If the left side menu is not visible, click box  in upper left corner.



myCNM

Cashier

Home Community / Cashier

Welcome

Registration

Students

My Courses

Financial Aid

Cashier

Graduation

Employee

Finance

Cashier's Office Info...

Cashiers Website

Email - cashiers@cnm.edu

Telephone - (505) 224-3471 Fax - (505) 242-3877

Mailing Address - P.O. Box 4586, Albuquerque, NM 87196

- Cashiers at Main Campus
- Cashiers at Montoya Campus
- Cashiers at Westside Campus
- Cashiers at South Valley Campus

Student Financial Responsibility

1098T Information

- Support Sustainability by sign up for Electronic Delivery of Form 1098T
- Tax Notification
- 1098-T Frequently Asked Questions
- W-9S Form
- Email: 1098T@cnm.edu
- Information Line: (505) 224-3497

Make a Payment

- Pay Here - View Account Details
- Your Schedule/Bill
- Tuition & Fees
- Payment Information

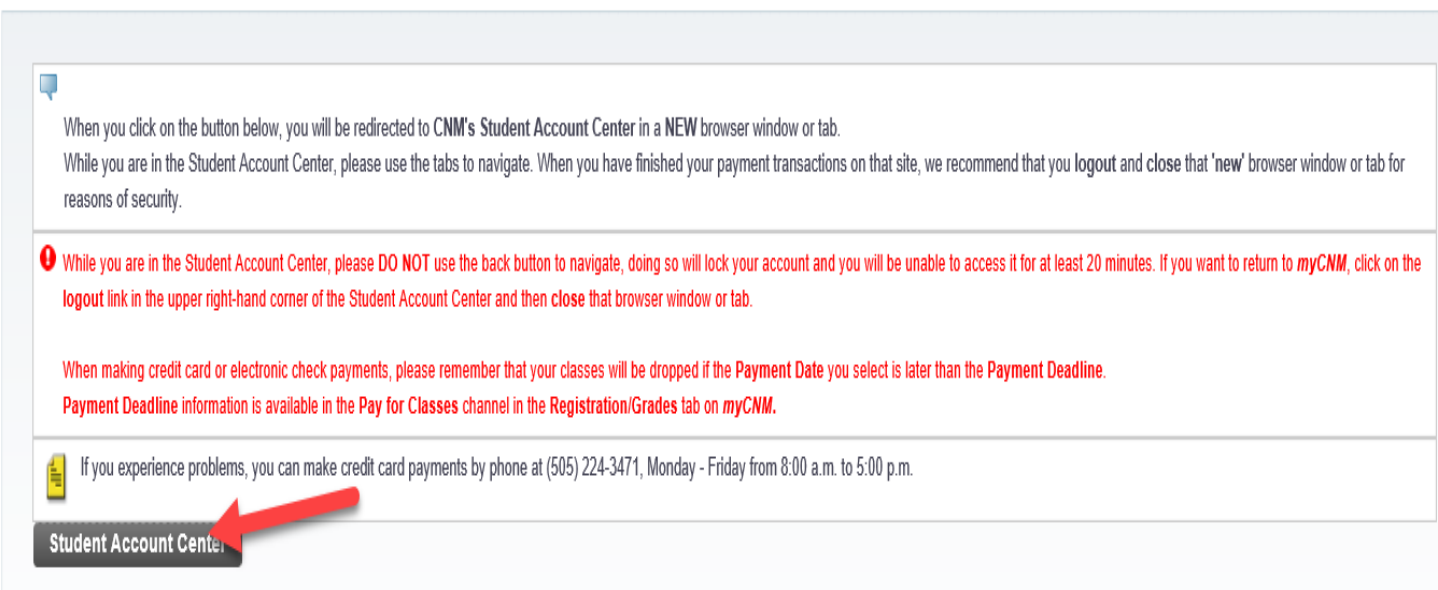
Click Payment

Deadlines for specific date information

- 2 Click on Student Account Center

Student Account Information, Online Payments and Payment Plans

Home > Student Account Center



When you click on the button below, you will be redirected to CNM's Student Account Center in a NEW browser window or tab. While you are in the Student Account Center, please use the tabs to navigate. When you have finished your payment transactions on that site, we recommend that you logout and close that 'new' browser window or tab for reasons of security.

! While you are in the Student Account Center, please DO NOT use the back button to navigate, doing so will lock your account and you will be unable to access it for at least 20 minutes. If you want to return to myCNM, click on the **logout** link in the upper right-hand corner of the Student Account Center and then close that browser window or tab.

When making credit card or electronic check payments, please remember that your classes will be dropped if the **Payment Date** you select is later than the **Payment Deadline**. **Payment Deadline** information is available in the **Pay for Classes** channel in the **Registration/Grades** tab on myCNM.

If you experience problems, you can make credit card payments by phone at (505) 224-3471, Monday - Friday from 8:00 a.m. to 5:00 p.m.

Student Account Center

3 Click on Authorized Users

Central New Mexico Community College

My Account Make Payment Payment Plans Refunds Help

Failed to load details for payment method 456465.

Announcement

DO NOT USE THE BACK ARROW BUTTON TO NAVIGATE THROUGH THIS SITE.

Doing so will cause your account to be locked for up to 30 minutes.

Welcome to the CNM Student Account Center

Here you can view recent account activity, make payments or set up a Payment Plan. In addition, you can set up your parents or guardians to make payments on your student account.

INSTRUCTION GUIDES ARE

One or more of the credit cards have expired, and can no longer be used for making payments.
[Edit Payment Information](#)

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account	ID: xxxxx7486
Balance	\$0.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

My Profile Setup

- Authorized Users
- Payment Profile
- Consents and Agreements
- Electronic Refunds
- Notifications

4 Here you will enter the email address of your Authorized User, answer the three questions and then click Continue.

My Account Make Payment Payment Plans Refunds Help My P

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

[Add Authorized User](#)

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

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

[Cancel](#) [Continue](#)

5 Read the Agreement to Add Authorized User and check the "I Agree" box. You can print the agreement for your records. Click continue.

^ Agreement to Add Authorized User x

I hereby authorize **Central New Mexico Community College** to grant [REDACTED] the ability to make payments toward my accounts. My payment methods, payment history, billing statements, and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Monday, June 11, 2018.

For fraud detection purposes, your internet address has been logged:

198.133.178.17 at 6/11/18 5:19:32 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree 

6 At this point two confirmation emails will be sent to your Authorized User including their username and password. There will also be a link to the Authorized User login page.

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.

```
===== ACCESS INFORMATION =====  
Student Name --- [REDACTED]  
Password --- [REDACTED]  
=====
```

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. You will log in with the username shown below. For security, the initial password for this account is sent in a separate message.

Please copy the following link into your web browser to access the login page for authorized users:

https://secure.touchnet.com/C20016_tsa/web/login.jsp

Please use the section labeled "Authorized Users" to log in.

```
===== ACCESS INFORMATION =====  
Student Name --- [REDACTED]  
Username --- [REDACTED]  
=====
```

7 The link from the email will direct the Authorized User to this web page. Here they will enter their email address and their temporary password.



Welcome to CNM's Student Account Suite

Login for parents or others who have been granted access.

Email:

Password:

[Forgot Password](#)

Authorized User Information

Welcome to Central New Mexico Community College Student Account Suite. This service allows students' authorized users to view bills, make payments, and manage the student account.

Parents, guardians, or employers require student permission through the student's authorized user process. Student can log onto myCNM > Cashier > Pay Here > Student Account Center > Authorized Users to set up authorized users. If you have any questions about the system, please send an e-mail to cashiers@cnm.edu.

[2020 Invoicing](#) | [Online Payments](#) | [Complaints](#) | [Accessibility](#) | [Privacy Statement](#)

Secured by touchnet

8 The Authorized User will be prompted to enter their First and Last Name and create a New Password. Click Save.

Authorized User Profile Setup

For security reasons, please change your password.

Name and E-mail Address

* Indicates required fields

Your login ID

*First Name

*Last Name

Email address

Password Change

*Enter your new password

(minimum 7 characters and at least one number or special character)

*Confirm your new password

9 The set up is complete. The Authorized User now has access to make payments in the Student's account.


DO NOT USE THE BACK ARROW BUTTON TO NAVIGATE THROUGH THIS SITE.

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Welcome to the CNM Student Account Center

Here you can view recent account activity, make payments or set up a Payment Plan. In addition, you can set up your parents or guardians to make payments on your student account.

Balance	\$0.00	
View Activity	Enroll in Payment Plan	Make Payment



Authorized User Log In Page:

https://secure.touchnet.com/C20016_tsa/web/login.jsp