

Setting up a Parent PIN

1. Go to <u>www.colbycc.edu</u> and click on "ePortal".

\leftrightarrow \rightarrow C \triangleq colbycc.edu				
👖 Apps 🕚 OneLogin 🏹 eSelfserve 🌑 a 🛷 Colby Community 🕥 V	Work Study/Ambas 📭 Logir	n Page 🕜 Home - Canva 🚺	Inbox (10) - workst	
ePortal ojanWeb Students Parents Faculty Alumni				
Abou	t Academics	Admissions		Athletics
Donate	<u>Fall E</u>	inrollmer	nt Open	
	ARRANGE	A VISIT APPLY	Y NOW ENROLLM	ENT COVID-19 (

2. Enter your Username and Password.

i.e., Mary Smith

Username: 000123456 (student ID number without dashes)

Password: ms2021

COMMUNITY COLLEGE	
Student ID Number (Ex: 123456789)	Student ID Number (Ex: 123456789) Not you?
Remember me	Password
Continue	Continue
Instructions Forgot Password Help	Instructions Forgot Password Help



3. Click on "TrojanWeb".

Frequents ePortal	: Colby Community College ePor	tal		
	🔅 canvas	🧿 Web Help Desk [™]	G Suite	
Awardspring	Canvas (Branded) Students	CCC Help Desk	Google Email\Apps	SafeColleges (Students)
Trojanweb				

4. Hover over Finances, then select "Make a Payment".





5. Click on "My Account".

COMMUNITY COLLEGE	Overview	
My Account	Colby Community College	
Activity Details	Summary	
Payment Plans	(2021 Fall)	
	Balance	
Statements		
Tax Forms		
\bigcirc Sign Out	Payment plans	

6. Click on "Send a payer invitation".

	Colby Community College
Basic information	
Name	
Student ID	
Payment methods	
Add payment method	
Payers	
Do you know someone that wou account!	ld like to help you pay? Invite them to have access to your
⊕ Send a payer invitation	



7. Complete required fields

<]	My Account Payer Invitation
	Payer information
*	First name
•	Last name
	r Email address
*	Confirm email address
	Payer access
6	Allow access to statements
6	 Allow access to tax forms
Ν	Message to payer
	Cancel Send invitation

8. Watch for confirmation

