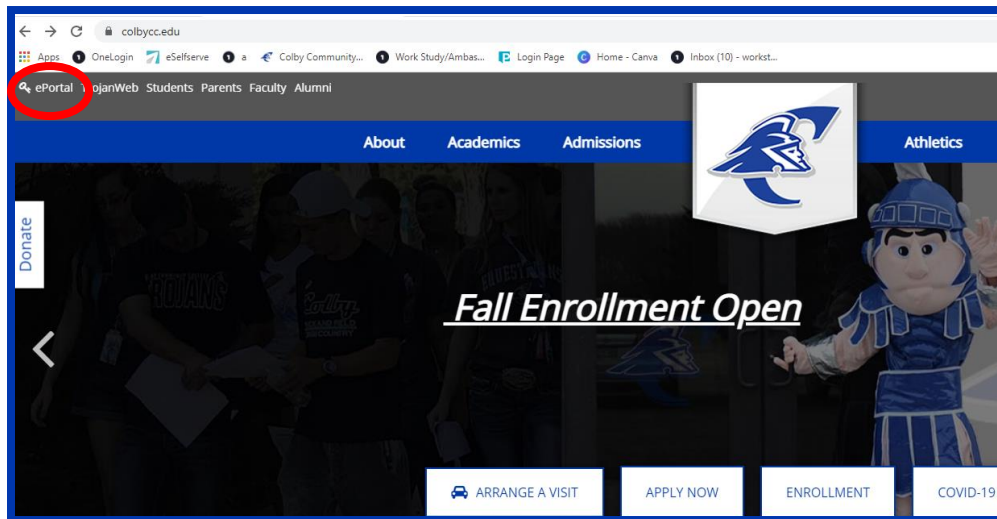




Setting up a Parent PIN

1. Go to www.colbycc.edu and click on “ePortal”.



2. Enter your Username and Password.

i.e., Mary Smith

Username: 000123456 (student ID number without dashes)

Password: ms2021

COLBY
COMMUNITY COLLEGE

Student ID Number (Ex: 123456789)

Remember me

Continue

[Instructions](#) | [Forgot Password](#) | [Help](#)

COLBY
COMMUNITY COLLEGE

Student ID Number (Ex: 123456789) [Not you?](#)

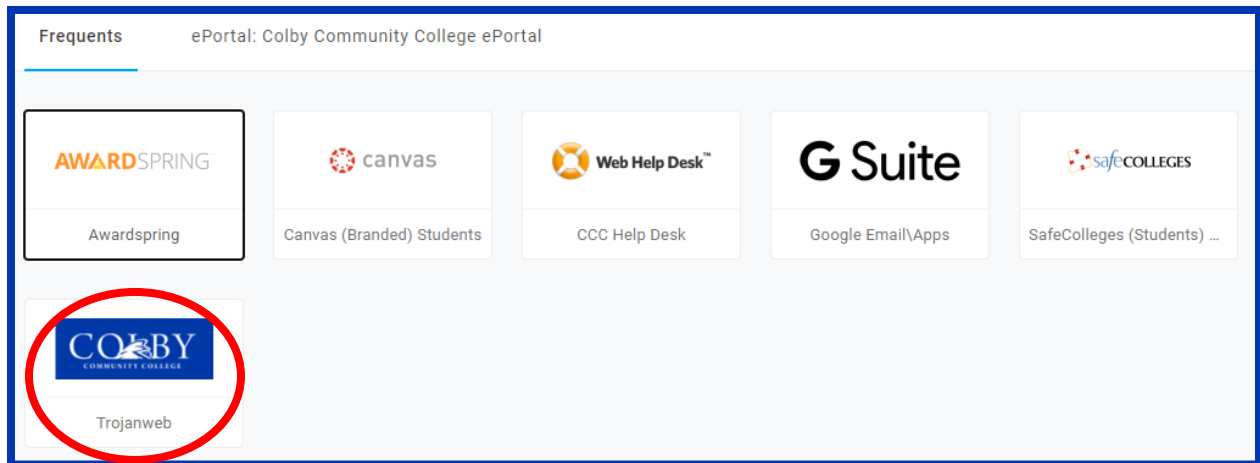
Password

Continue

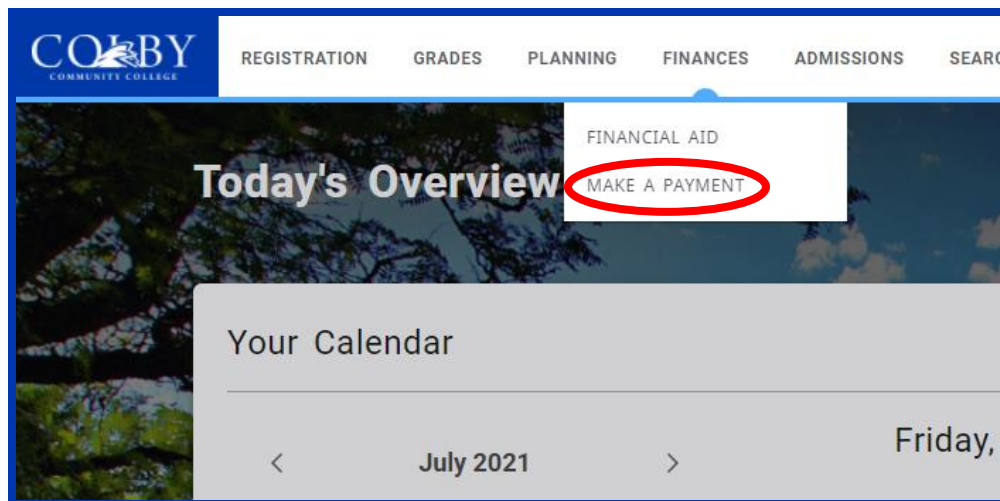
[Instructions](#) | [Forgot Password](#) | [Help](#)



3. Click on “TrojanWeb”.

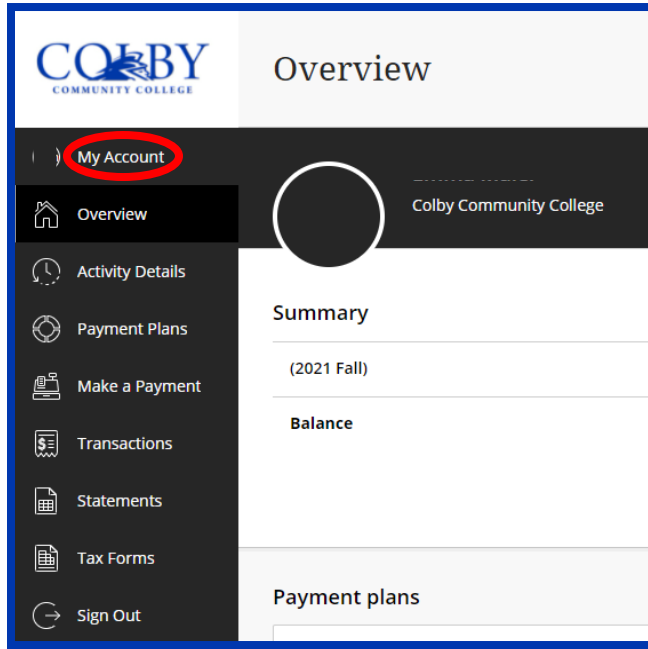


4. Hover over Finances, then select “Make a Payment”.

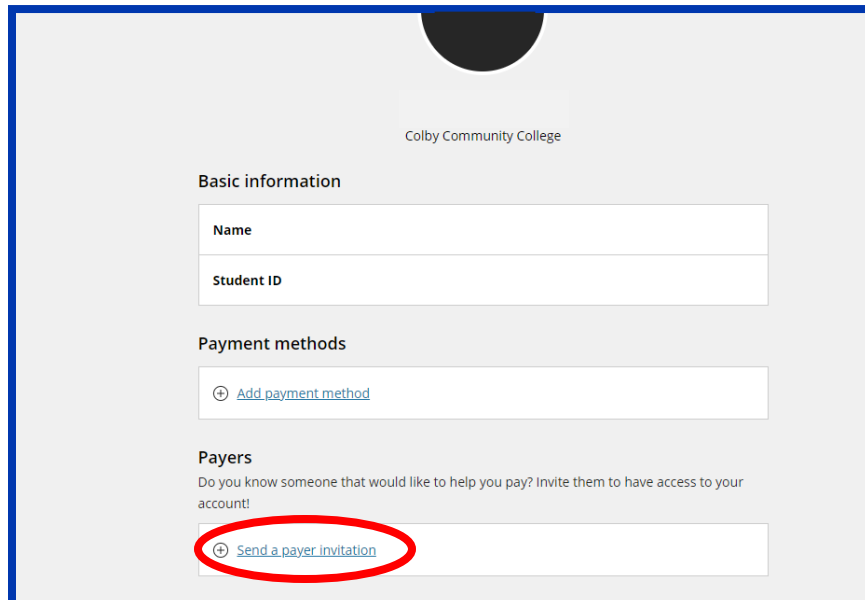




5. Click on “My Account”.



6. Click on “Send a payer invitation”.





7. Complete required fields

My Account
Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

Allow access to statements

Allow access to tax forms

Message to payer

Cancel Send invitation

8. Watch for confirmation

My Account
Payer Invitation

Success! An invitation has been sent to

Access your profile page to edit existing payers or invite new payers.

Invite another payer