How to Add an Authorized User

Student Accounts Office
Why Do I Need to Add Authorized Users?

Students need to add Authorized Users (parents, guardians, spouse, etc.) to their CASHNet account in order for them to receive:

- Access to CASHNet to view account activity, make payments and enroll in monthly installment payment plans.
- Automated emails when eBills are released.
- Permission for the Student Accounts Office to speak with them on the student’s behalf.
How to Add an Authorized User
1. Log into DORI to Access CASHNet

- Log into DORI
- Click on Self Service Banner
- Select “CASHNet Student Access” tab
- Click on “Access CASHNet”
2. Click “Add New” in the Authorized Users Block

![Image of the Student Account Online interface]

- **Your Account**
  - Previous Term Balance: $
  - Current Activity: $
  - Pending Aid*: $0.00
  - Total Amount Due: $
    - Make Payment
    - Current Account Activity

* financial aid credits cannot be applied to previous term balances

- **Your Recent Payments**
  - You have no recent payments.

- **eRefund**
  - Click to enroll in eRefund

- **Authorized Users**
  - You currently have no Authorized Users set up.

- **Your Bills**
  - No recent bills for your account.

- **Installment Payment Plans**
  - Click here to enroll in a Spring 2019 installment plan
  - Click here to enroll in a Summer 2019 installment plan

- **Saved Accounts**
  - You have no saved payment methods.

- **Account Details**
  - Text Messaging Alert Setup

Click on “Add New” to enter Authorized User information
3. Complete the Required Fields and Click “OK”
4. Authorized Users Receive Confirmation Email

• Authorized Users will receive an email from noreply@duq.edu providing them with their username, temporary password and the link to access CASHNet.

• Upon logging in, users will be prompted to create a new password and answer a security question.

*Please check your junk/spam folder to ensure that you receive the email.

Your login information is:

User Name: 
Password: 

To access the account, please click the link below:

(If clicking the link does not work, please copy and paste the information into your browser.)
The link for Authorized Users to access CASHNet can also be found on our website www.duq.edu/studentaccounts

Welcome to Student Accounts

The Students Accounts Office helps students and parents understand their financial responsibilities to Duquesne. This is where you can get information on viewing and paying your bills. If you have questions, we are here to help.

All Billing is Online

Student billing at Duquesne is an easy and convenient process. However, it is important to understand that Duquesne does not mail paper bills or statements. You can learn more about eBills and payment options.

Students Must Authorize Parents as Authorized Users

Because college students' financial records are protected by the Federal Family Educational Rights and Privacy Acts (FERPA), parents do not have automatic access to students' financial accounts.

To access and/or manage a student’s financial accounts, a parent must be designated by a student as an authorized user in the CASHNet system. Learn how.

Frequently Asked Questions

Please visit our FAQ Page for common questions regarding Student Accounts. If you
Questions?

If you have any questions about CASHNet, feel free to contact:

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412.396.6585
studentaccounts@duq.edu