

PLNU Parent Portal Set Up Instructions (Page 1)

Point Loma Nazarene University, Student Financial Services now has an online parent portal that is available to you to view your student's statement and account information online. You are also able to use the Parent Portal to make an electronic payment on a student's tuition account.

In order for you to view your student's Account Information, your student **MUST** give permission for you to have access to financial information and to be an authorized payer in the "Information Releases" section of his/her student portal.

PLNU Portal Homepage

1. Open your internet browser and go to: my.pointloma.edu. You can also access this webpage by going to the PLNU main homepage at www.pointloma.edu, and clicking on the **MY.POINTLOMA.EDU** link on the top right side of the page.



Going to my.pointloma.edu through the main PLNU homepage

Create a Parent Portal

1. On the my.pointloma.edu page, click on **Create Account**.
2. Input *your* PLNU ID (this can be found in your student's information releases section on their PLNU Student Portal), your last name, and your zip code. **Click Continue to Step 2.**

A screenshot of the PLNU Parent Portal "Create Account" page. The page is titled "Create Account" and shows "Step 1 of 3: Identify Yourself". The system status is "Normal - New accounts will be ready for use within 5-10 minutes." The form fields are: "PLNU ID Number:" with the value "425976", "Last Name (Surname):" with the value "Xerlow", and "Zip/Postal Code:" with the value "92106". There are links for "To obtain your PLNU ID number, contact: New Students: Undergrad or Graduate New Faculty/Staff: Human Resources Alumni: see Alumni Help". A "Continue to Step 2" button is at the bottom of the form. The left sidebar contains navigation links for "MY.POINTLOMA.EDU", "Home", "Forgot Password", "Create Account", and "University Links".

Identifying yourself with your PLNU ID number, last name, and zip code

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3. Verify your biographical information and provide an email address. Click **Continue to Step 3**.
4. Select a unique username and select a password and re-enter it. Make sure that your password contains Upper and Lowercase letters and either numbers or special characters.



Creating a unique username

5. Select two security questions and provide your answers. Click **Finish Account Creation**.



Account creation confirmation page

6. After your account is activated, you can login to your Parent Portal at **my.pointloma.edu**.



Account login page my.pointloma.edu
