

## *Springfield College Business Office*



Confirm enrollment in Parent Account.



View **Parent Portal** in PrideNET.



Enroll in payment plan in PrideNET by semester due date (August 1 for Fall semester).



Submit all required documents to the Office of Financial Aid.



Report any outside scholarship received or expected to the Business Office.




Decline/accept student health insurance.



## Student Account - Access Granted

Inbox x



 **businessoffice@springfield.edu**

8:55 AM (13 minutes ago) ☆



to me ▾

You have been granted access to the Springfield College student account of . In order to access student information, you must confirm your account and create a password using the procedure below.

- Contact the student and ask for their student ID number. You will need this to confirm your account.
- Use your web browser to navigate to [PrideNet.Springfield.edu](https://PrideNet.Springfield.edu), or [Click this link](#).
- Click on the **Parent Portal** tab near the top of the page.
- Click on the **Confirm Parent Account** link in the left sidebar.
- Follow the on-screen instructions to **Confirm Your Account**, and **Create Your Password**.

Once the above procedure is complete, you can click on the My Parent Portal link in the left sidebar, to login to your parent portal account and view information for this student. You will not need to confirm your account again unless you have forgotten your password and your student resets your account.

Please keep in mind that you will only have access to the features for which the student has granted you access. Only the student can alter these permissions, if any changes are required, please contact the student directly.

Thanks, and have a great day.

Springfield College  
Business Office  
[263 Alden Street](https://263.Alden.Street)  
Springfield, MA 01109  
[springfield.edu/business-office](https://springfield.edu/business-office) | P: (413)748-3183



**APPLY** »



**Make it official**

Choose Springfield College. **DEPOSIT TODAY!** »

**Undergraduate**

Let us help you build the foundation for your future.

**LEARN ABOUT OUR PROGRAMS** »

**Graduate**

We're ready when you are.

**WEEKDAY AND WEEKEND OPTIONS** »

**Non-traditional**

Furthering your education is easier than ever.



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**Springfield College**

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## Welcome to PrideNET

PrideNET allows you to access personalized information, register for courses, check e-mail, and much more. PrideNET helps facilitate communication within the Springfield College community, and will also provide you with secure login access to many tools and resources.

*TO LOGIN: Enter your user name and password above.*

Inside PrideNET you will find:

- **News:** The latest news about Springfield College
- **E-mail:** Access your e-mail account, and create your own personal address book.
- **Calendars:** Check out great events happening at Springfield College
- **Groups:** Create, manage and join groups for clubs, academic interests and more.
- **Moodle:** Access your course list and materials in Moodle.



## Parent Portal

### My Parent Portal

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## Welcome

Welcome to the **Springfield College Parent Portal**. This site allows parents and authorized guests to view and manage their student's Springfield College financial information:

- **Student eBill/Payment Plan**, including making an online payment
- **Student Account Details**
- **Financial Aid Information**
- **Student Holds**
- **1098-T Information**
- **Class Schedule**

To gain access to the portal, students must setup an account and grant the appropriate permissions for each authorized user. Students will also need to provide users with their Springfield College student ID number, to enable them to confirm their account and gain access to the portal.

*Please keep in mind that your list of features may vary, depending on the privileges granted to you by the student. **Only the student can grant or revoke these privileges.** If any changes are required, please contact the student directly.*

[View Parent Portal Terms & Conditions](#)

## My Parent Portal

### Account Login

Enter your credentials below and click the **Login** button.

Email Address:

*This is the email address associated with your account.*

Password:

*Click here if you've forgotten your password.*

Login

**New users** - You must **confirm your account and create your password** before you can login.

By logging into the Parent Portal, you agree to abide by the **Parent Portal terms & Conditions**.

## Contact Info

### Business Office

Administration Building, 1st Floor

Phone: **413-748-3183**

Email: [BusinessOffice@SpringfieldCollege.edu](mailto:BusinessOffice@SpringfieldCollege.edu)

### Financial Aid Office

Administration Building, 1st Floor

Phone: **413-748-3108**

Email: [FinancialAid@SpringfieldCollege.edu](mailto:FinancialAid@SpringfieldCollege.edu)

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## Confirm Parent Account

### Create/Update Your Password

To create or update your password for your Parent Portal account, enter values in the fields below and click the **Create Password** button.

*\* After you click the Create Password button, you can use it to [login to the portal](#).*

**Email Address:**

**Password:**

*Minimum 8 characters with no spaces. Must include one upper case letter and one number.*

**Confirm Password:**

*Must match the password entered above.*



You are here: [Parent Portal](#) > [Confirm Parent Account](#)

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## Confirm Parent Account

Your password has been stored. Please click the My Parent Portal link to Login.



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## My Parent Portal

### Parent Portal - Main Menu [Logout](#)

To view a different student account, select the student in the box below.

Student to view:

The student has granted you access to the following features. Please click on a link to access the associated content.

#### Student eBill / Payment Plan

The eBill includes details of all financial transactions posted to the student's account for a single semester, including the outstanding balance for that semester. There are also links for making an online payment, and for creating a payment plan (subject to applicable permissions).

#### Student Account Details

This displays a financial summary of each semester of the student's enrollment, including the semester balance and a running balance. You can also view a list of all transaction for an individual semester.

#### Financial Aid Information

This page shows information about the student's financial aid awards for given semester. Also included is the status of any documents that are required for financial aid processing.

#### Student Holds

Information about any holds that are currently applied to the student account.

#### 1098-T Information

This shows the information that is included on the student's IRS form 1098-T for a given year.

#### Class Schedule

This pages shows the student's class schedule for the selected semester.



## - Spring Semester 2018 [Change Semester](#)

Current Semester Charges	Amount
Boston GR Tuition	\$5,616.00
Student Health Insurance	\$1,748.00
Late Fee	\$75.00

**Total Current Semester Charges: \$7,439.00**

Current Semester Refunds	Amount
Student Refund	\$2,025.00

**Total Current Semester Refunds: \$2,025.00**

Current Semester Credits	Amount
Federal DL5/Unsubsidized	\$7,716.00
Student Health Insurance	\$1,748.00

**Total Current Semester Credits: \$9,464.00**

Current Pending Financial Aid	Amount
<b>Accepted Aid:</b> <i>Check document status</i>	
Local YMCA Tuit Support	\$500.00
YMCA Award/SC Match/BOS	\$500.00

**Total Current Pending Financial Aid: \$1,000.00**

Current Semester Planned Payments	Amount
07/01/2018	\$1,888.00

**Total Current Planned Payments: \$1,888.00**

Current Semester Totals	Amount
From Previous Semesters	0.00 +
Total Current Semester Charges	7,439.00 +
Total Current Semester Credits	9,464.00 -
Total Current Semester Refunds	2,025.00 +
<b>Current Semester Balance</b>	<b>0.00 +</b>

Current Pending Transactions	Amount
Current Semester Pending Financial Aid	1,000.00 -
Current Semester Planned Payments	0.00 -
<b>Total Current Pending Transactions</b>	<b>1,000.00 -</b>

<b>Current Amount Now Due</b>	<b>\$0.00</b>
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*You have a projected credit balance of (\$1,000.00)*

[Click here to make a payment](#)

[View / Create a Payment Plan](#)



## Business Office Contact Information

Phone: (413)748-3183

Email: [businessoffice@springfield.edu](mailto:businessoffice@springfield.edu)

Website and Chat: <https://springfield.edu/business-office>

# Thank You!

