

# GRANT ACCESS TO YOUR STUDENT BILL THROUGH THE NEW PARENT PORTAL

Follow these simple instructions to set up an account allowing a parent, guardian or significant other to pay your Lake Land College bill.

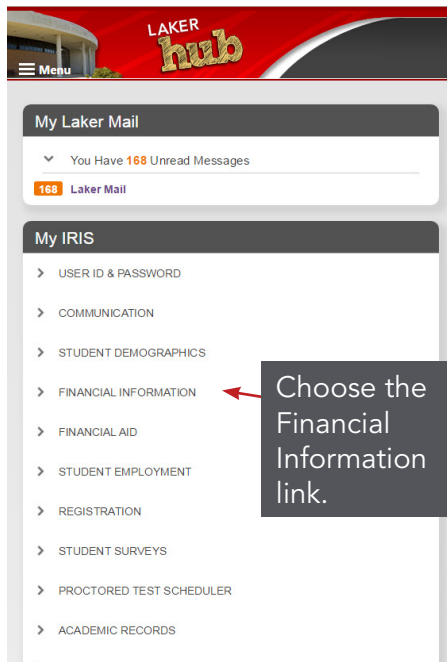
1. Go to [lakelandcollege.edu](http://lakelandcollege.edu) and login to the Laker Hub with your student credentials.



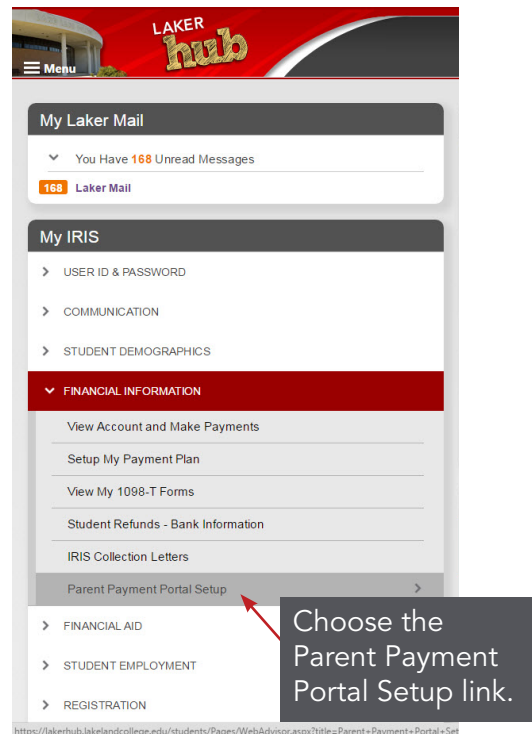
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2. Open "My IRIS" and then select "Financial Information."



3. Choose the "Parent Payment Portal Setup."



<https://lakerhub.lakelandcollege.edu/students/Pages/WebAdvisor.aspx?title=Parent+Payment+Portal+Set>

4. As a student, you will create an Access ID for the person who will be making the payment.

**Parent Payment Portal** X

To grant access to your parent or another third party to your billing details choose an Access ID and check the grant access box.

The Access ID must be between 8-16 characters and contain only letters and numbers.

There is a 3 minutes wait for access to be granted.

To access the Parent Payment Portal your payer will have to know the student ID and access ID.

The Parent Payment Portal can be accessed in the footer of the Lake Land College website.

Student ID: 01234567

Access ID:

Grant Access: ☐

SUBMIT

**Callouts:**

- Check the Grant Access box, then click submit.
- Create an Access ID for the person who will be making the payments. Be sure to tell the person this ID because he or she will need it to login.

5. Share the Access ID and your Student ID with your parent, guardian, spouse or significant other.

6. To access the Parent Portal, go to [lakelandcollege.edu](http://lakelandcollege.edu) and scroll to the footer. Click on the "Parent Portal" link.

**Community Locations:**  
Eastern Region Center - Marshall, IL  
Kluthe Center for Higher Education & Technology - Effingham, IL  
Western Region Center - Pana, IL  
Workforce Development Center - Mattoon, IL

**Links:**  
[College Closing Policy](#)  
[Employment at Lake Land College](#)  
[Freedom of Information Act \(FOIA\)](#)  
[Laker Hub Login](#)  
[IRIS](#)  
[Career Services](#)  
[Student Handbook and Right to Know Information](#)  
[Parent Portal](#)

**Callout:** Go to [lakelandcollege.edu](http://lakelandcollege.edu) and click on the Parent Portal link in the footer.

7. Enter your Access ID and your Student ID.

**Parent Payment Portal**

**Welcome to the Parent Payment Portal**

Please enter your Access ID and your Student's ID.

Access ID:

Student ID:

(Student IDs are seven digits in length. Please include all necessary leading zeros.)

Login

**Callouts:**

- Enter the Access ID your student created for you.
- Enter your student's Lake Land College ID# and click login. You will now be able to see the amount due and make a payment.

8. Once you login, you will see the total amount due on the bill. You have the option of making a partial or full payment and may use a Visa, MasterCard or Discover card.

**Parent Payment Portal**

Student ID: Your 7 digit ID  
Student Name: Your Name

Amount Due (as of 11/09/15 03:55 PM): Your balance will appear here

**Cardholder Information:**

\*=required information

\*First Name:  \*Last Name:

\*Address:

\*City:  \*State:  \*Zip:

Country:  \*Phone:

Email:

\*\*Email will be used for sending a confirmation email

\*Payment Amount:  
\$  (ex. 100.00)

\*Please help us keep spam down. Please enter the 4 digit year of the current year in the box below:

Submit

**Callout:** If you have any questions, please contact Accounting at 217-234-5214 or [m Bailey1292@lakelandcollege.edu](mailto:m Bailey1292@lakelandcollege.edu).