

UCSB Business Services

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Billing Office: How to Reset a Parent Password

There are two ways to reset a Parent Password. The parent can change it themselves or the student can change it for the Parent.

Example 1 – How a Parent can change their own Password

Step 1 – Log onto MyBARC by following the link on the main BARC webpage at <http://www.barc.ucsb.edu/>

UCSB Business Services - BARC Billing Office - Mozilla Firefox

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http://www.barc.ucsb.edu/

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BARC billing office 1212 SAASB
Hours: 9:00am - 4:00pm

Access Your Account
<https://mybarc.ucsb.edu>
Requires UCSBnetID and password.
[Learn more](#) about mybarc.ucsb.edu.

Gaucho E-Bill

Gaucho Direct Deposit
Follow the instructions above or go directly to the [registration form](#)

Registration/Tuition Quarterly Fee Deadlines 2008-09

- Fall Quarter - Undergrad: Se
- Winter Quarter - Undergrad:
- Spring Quarter - Undergrad:
- Summer Quarter - July 15, 2

Note: Fee Deadline dates that fall on weeks

Parents can follow the same link that students to get to the log-in page

News and Information

- Important News for Students *Updated!*
- Special Notes for Parents

View Your Bill On-Line Using Gaucho E-Bill

- What is Gaucho E-Bill?
- Student Access to Gaucho E-Bill
- Parent Access to Gaucho E-Bill

Step 2 – Use the link found under “Parent Access”

UCSB Billing Office	
Student Access	Parent Access
<p>UCSBnetID <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Student Login"/></p> <p>Need a UCSBNetID? Forgotten your password?</p> <p>If you do not have a UCSB Net ID and you are a currently registered student, sign up at U-Mail Identity system. Click to retrieve your forgotten password if you have forgotten your password.</p>	<p>Go to PARENT Login to Gaucho E-Bill Website</p> <p>For security purposes, PARENT User Name and Password are created and maintained solely by STUDENT Account holders.</p>
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Select the link under Parent Access.

Step 3– Select the “Forgot Password” option

You will be redirected to the Parent Log-In page where you need to select the “Forgot Password” option.

UCSB UCSB Billing Office - Gaucho E-Bill

Parent User

Password


[Forgot Password](#)

Select the "Forgot Password" option

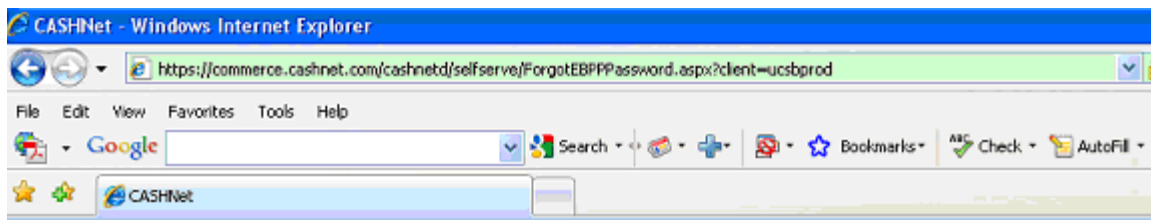
Problem with login name or password?

Go to: <http://www.barc.ucsb.edu/parentresetpassinstructions.htm>
Parent User Set-Up Instructions

Go to: <http://www.barc.ucsb.edu/gauchoebillinstructions.htm>



Step 4 – Enter either your Parent User Name or the email address the system sends you notifications to.



[Recover your password here](#)

This process is meant for the security of your account. Please answer a few questions to recover your password.

Enter Your Parent User

OR

Enter Your Email Address

(Changing the password will result in the loss of saved payment information.)

Billing Cashier Hotline - 805-893-2177
 Billing Cashier
 University of California, Santa Barbara
 1212 SAASB
 Santa Barbara, CA 93106-2003

Step 5 – You must answer the Security Question you chose the first time you logged on to your Parent User account



[Recover your password here](#)

Recover your password here

This process is meant for the security of your account. Answer the hint question.

Your Question

Enter the answer

(Changing the password will result in the loss of saved payment information.)

Billing Cashier Hotline - 805-893-2177
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(web8)

Step 6 – When you have successfully entered the requested information an instruction screen appears.



UCSB Billing Office - Gaucho E-Bill

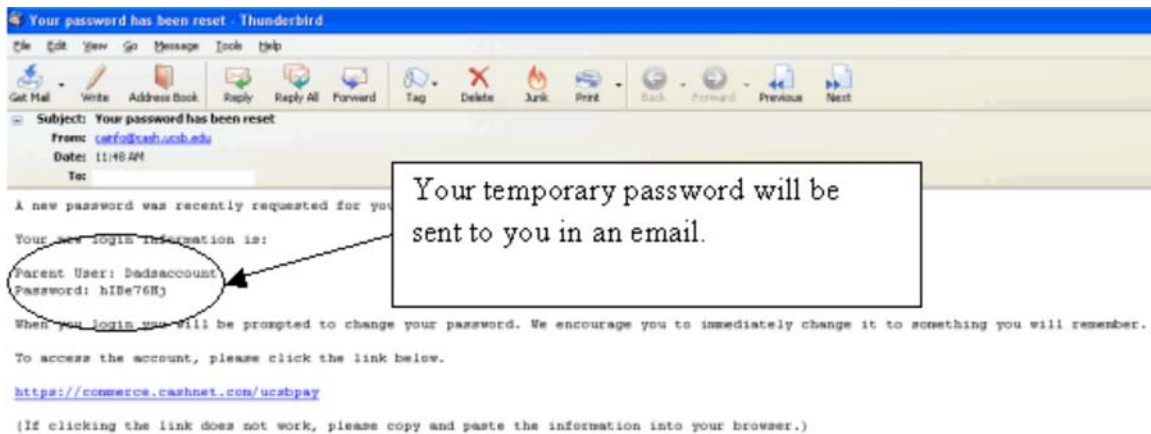
Your password has been successfully reset. An email with your new password has been sent to you. Please follow the instructions in the email to login.

If you have any questions, please contact your administrator.

OK

Billing Cashier Hotline - 805-893-2177
Billing Cashier
University of California, Santa Barbara
1212 SAASB
Santa Barbara, CA 93106-2003

Step 7 – In a few minutes you will receive an email sent to the email address on file with E-Bill. This email contains your temporary password.



Step 8 – Log onto MyBARC by following the link on the main BARC webpage at <http://www.barc.ucsb.edu/>

UCSB Business Services - BARC Billing Office - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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Parents can follow the same link that students to get to the log-in page

Step 9 – Use the link found under “Parent Access”

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<p>UCSBnetID <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Student Login"/></p> <p>Need a UCSBNetID? Forgotten your password?</p> <p>If you do not have a UCSB Net ID and you are a currently registered student, sign up at U-Mail Identity system. Click to retrieve your forgotten password if you have forgotten your password.</p>	<p>Go to PARENT Login to Gaucho E-Bill Website</p> <p>For security purposes, PARENT User Name and Password are created and maintained solely by STUDENT Account holders.</p>
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Select the link under Parent Access.

Step 10 – Enter your Parent User name and Password

You will be redirected to the Parent Log-In page where you need to enter your Parent User name and the temporary password. NOTE that both the Parent User name and Password fields are case sensitive. It makes a difference if you use an upper case or lower case letter.

Select the “Login” button when you are done.



Parent User [Forgot Password](#)

Password

Enter your Parent User name and the temporary Password

Select the "Login" button

Problem with login name or password?

Go to: <http://www.barc.ucsb.edu/parentresetpassinstructions.htm>

Parent User Set-Up Instructions

Go to: <http://www.barc.ucsb.edu/gauchoebillinstructions.htm>

Step 11 – change the Temporary Password to a Password you have chosen.

UCSB Billing Office - Gaucho E-Bill

MATTHEW

Change Password

To protect the privacy of your account, please enter a new password at this time.

Old Password

Enter New Password

Confirm Password

Criteria for a your password

Password must have:

- At least 7 characters.
- 4 letter(s).
- 2 non-letter(s).

Example 2 – How a Student can change a Parent User's Password

Step 1 – Log onto MyBARC by following the link on the main BARC webpage at <http://www.barc.ucsb.edu/>

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Student signs on to MyBARC using their UCSBNetID and Password

Step 2 – Student signs in to MyBARC

 UCSB Billing Office	
Student Access	Parent Access
<p>UCSBnetID <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Student Login"/></p> <p>Need a UCSBNetID? Forgotten your password?</p> <p>If you do not have a UCSB Net ID and you are a currently registered student, sign up at U-Mail Identity system. Click to retrieve your forgotten password if you have forgotten your password.</p>	<p style="text-align: center;">Go to PARENT Login to Gaucho E-Bill Website</p> <p>For security purposes, PARENT User Name and Password are created and maintained solely by STUDENT Account holders.</p>
<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>BARC OFFICE NEWS</p> <p>Spring 2009 Deadlines</p> <p>Undergraduate Students - 3/16/2009 Graduate Students - 3/30/2009</p> <hr/> <p>Forms 1098T Mailed - 1/20/2009</p> <p>1098T.COM</p> <hr/> <p>Forgotten Passwords - Parent Users</p> <p>If your Parent has forgotten the password they use to access Gaucho E-Bill, then you</p> </div>	

Student signs on to MyBARC using their UCSBNetID and Password

Step 3 – Select Gaucho E-Bill

Step 4 – Student selects the “Edit” option next to the Parent User Account

Step 5 – Select the “Reset Password” option

The screenshot shows the UCSB Billing Office - Gaucho E-Bill interface. At the top, there are navigation links: [your account](#), [view bills](#), [make payment](#), [basket](#), [help](#), and [sign out](#). The UCSB logo is on the left, and the text "UCSB Billing Office - Gaucho E-Bill" is in the center. The user's name "MATTHEW" is displayed on the right.

The "Parent PIN Information" section includes the following fields and options:

- Parent User: Dadsaccount
- Email Address: [redacted]@ucsb.edu
- Add a note to the welcome email (optional): [text area]
- Can this person login: Yes No
- Can this person get bill notification by email: Yes No

At the bottom of the form, there are three buttons: "OK", "Reset Password", and "Cancel". The "Reset Password" button is circled in red, and a callout box with an arrow points to it, containing the text: "Select the 'Reset Password' option".

At the bottom of the page, the following contact information is displayed:

Billing Cashier Hotline - 805-893-2177
 Billing Cashier
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Step 6 – Confirm your intention to reset the password by selecting the “Continue” option.

The screenshot shows the UCSB Billing Office - Gaucho E-Bill interface. At the top, there are navigation links: [your account](#), [view bills](#), [make payment](#), [basket](#), [help](#), and [sign out](#). The UCSB logo is on the left, and the text "UCSB Billing Office - Gaucho E-Bill" is in the center. The user's name "MATTHEW" is displayed on the right.

A yellow warning box contains the following text:

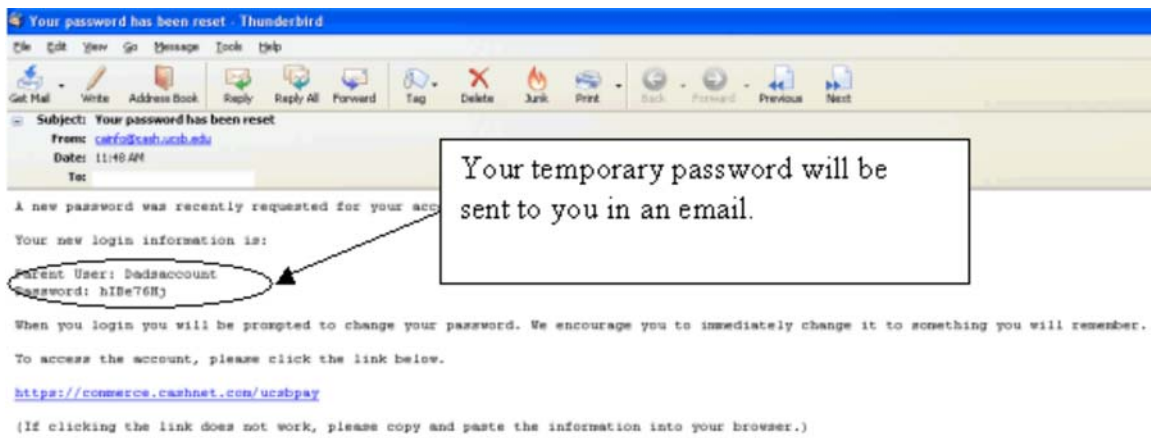
You are about to reset the password for: Dadsaccount.
 Resetting the password will result in a loss of saved payment information for this account.
 Do you want to continue?

At the bottom of the warning box, there are two buttons: "Continue" and "Cancel". The "Continue" button is circled in red, and a callout box with an arrow points to it, containing the text: "Confirm your intention to reset the password by selecting the 'Continue' option.".

At the bottom of the page, the following contact information is displayed:

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Step 7 – In a few minutes an email will be sent to the Parent User that contains a Temporary Password.



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