

# How to add a Parent User to your BARC Account

The BARC Account belongs to the student and they are the only ones who can add Parent User(s) to their account.

## STEP 1

Student logs on to their MyBARC Account at <https://mybarc.ucsb.edu/SIWeb/login.jsp> using your UCSBNetID and Password

UCSB UCSB Billing Office

*Student Access* *Parent Access*

UCSBnetID

Password

Student Login

**Need a UCSBNetID?**  
If you do not have a UCSB Net ID and you are a currently registered student, sign up at [UCSB Identity Manager](#).

**Forgotten your password?**  
If you have forgotten your password, click [here](#) to retrieve your password.

[Go to PARENT Login to Gaucho E-Bill Website](#)

For security purposes, PARENT User Name and Password are created and maintained solely by STUDENT Account holders.

BARC News

Continue to Step 2 below

## STEP 2

Select Gaucho EBill

UCSB UCSB Billing Office  
cn: not set

[Account Summary](#) | [Transaction Detail](#) | [Statements](#) | [Refund Information](#) | [Fellowships](#) | [Gaucho E-Bill](#) | [News](#) | [Contact us](#) | [Logout](#)

**Customer Selection**

SR Identifier

AR Identifier

SSN

Term:

student0:

student1:

Questions - Please email us at [barc.info@barc.ucsb.edu](mailto:barc.info@barc.ucsb.edu)

Message:

Revised: August 2012

Continue to Step 3 below

### STEP 3

Go to the "Parent PINs" section and Select "Add New"

your account view bills make payment basket help sign out

**UCSB** UCSB Billing Office - Gaucho E-Bill

THOMAS

Electronic Check Payments completed after 4:00 PM (PST) will be posted to your BARC account on the next business day.

**Your Account**

Current Balance \$0.00

[Make an e-check or credit card payment](#)

The last payment received was for \$1.00 on 12/19/2012.

**Your Bills**

[View All](#)

To view all your bills click 'View All'.

✉ BARC Statement of ...	01/20/2013	<a href="#">View</a> <a href="#">Download</a>
✉ BARC Statement of ...	07/23/2012	<a href="#">View</a> <a href="#">Download</a>
🏠 BARC Statement of ...	06/11/2012	<a href="#">View</a> <a href="#">Download</a>

[Recent Account Activity](#)

Mac Users - Select "Download" and a pdf file will be downloaded to your local device. Open pdf with Adobe Acrobat.

**Your Recent Payments**

[View All](#)

Payments made after 4:00 PM (PST) are posted to student BARC accounts on the following business day.

12/19/2012	\$1.00	<a href="#">View</a>
12/18/2012	-\$1.00	<a href="#">View</a>
06/11/2009	\$9.00	<a href="#">View</a>

**eRefund**

eRefund: Enrolled [Edit](#)

**Parent PINs**

[Add New](#)

Note: System requires a unique user name for each Parent User. If you are unable to establish a Parent User Name, we recommend that you select another variation of the user name.

You currently have the following Parent Users set up.

**Saved Accounts**

[Add New](#)

Checking	<a href="#">Edit</a> <a href="#">Delete</a>
Dad's Test	<a href="#">Edit</a>
Test Only	<a href="#">Edit</a> <a href="#">Delete</a>

Continue to Step 4 below

## STEP 4

The student should work with their Parent to select a UserName that the Parent can remember.

Student enters a Parent User Name and the parent's email address.

your account view bills make payment basket help sign out

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THOMAS

### Parent PIN Information

Parent User  
Email Address  
Confirm Email Address  
Add a note to the welcome email (optional)

Should this person...  
be allowed to log in?  Yes  No  
have permission to access electronic bills and if so,  
also receive electronic bill email notifications?

*A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.*

**All Temporary Passwords will be sent to Parent User directly via the email address specified above.**

After entering the UserName and Email address, select "OK".

Within a few minutes the new Parent User will be sent an email containing a temporary password to the email address entered above.

**Continue to Step 5 below**

## STEP 5

The new Parent User will then go to the same log-in screen at <https://mybarc.ucsb.edu/SIWeb/login.jsp> The Parent User, however follows the link on the right side of the page to log in.

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**Student Access**

UCSBnetID

Password

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BARC News

The new Parent User enters their UserName and the Temporary Password at the log-in screen.

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Parent User

Password

[Forgot Password](#)

[Parent Login and Password Reset Instructions](#)

You will be immediately asked to change that temporary password.