

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

File Edit View History Bookmarks Tools Help

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>
<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>	

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

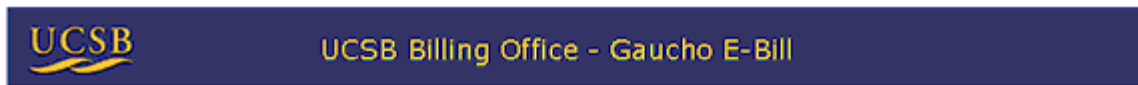
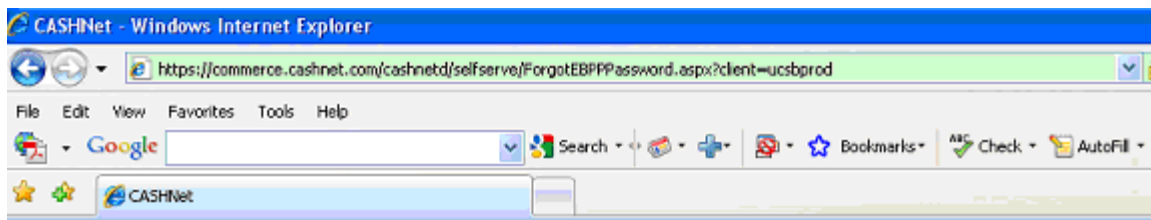
Problem with login name or password?

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.)

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 Billing Cashier
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 1212 SAASB
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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

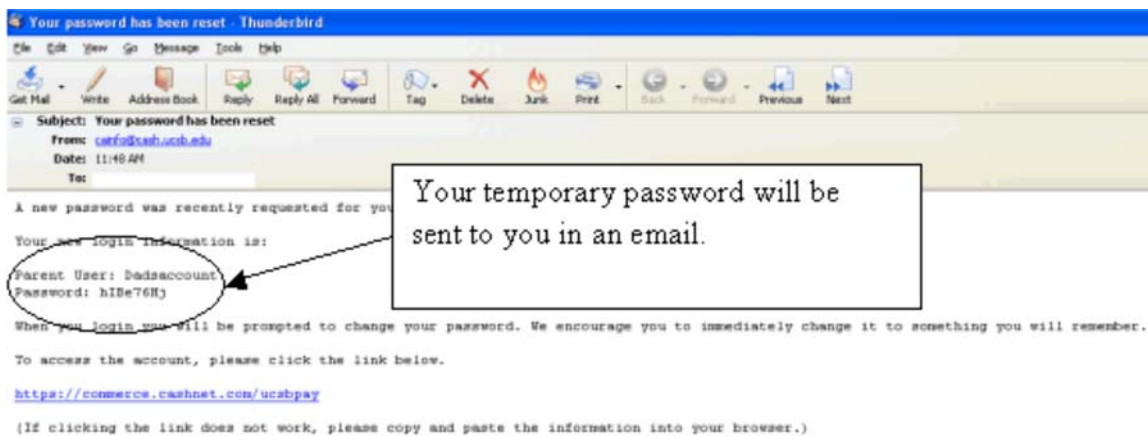
Your password has been successfully reset. An email with your new password has been sent to you. Please follow the instructions in the email to login.

If you have any questions, please contact your administrator.

OK

Billing Cashier Hotline - 805-893-2177
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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

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

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Gauche Direct Deposit
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Note: Fee Deadline dates that fall on weekdays

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- Important News for Students *Updated!*
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View Your Bill On-Line Using Gauche E-Bill

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

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

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

UCSB		UCSB Billing Office	
Student Access		Parent Access	
UCSBnetID	<input type="text"/>	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.	
Password	<input type="password"/>		
<input type="button" value="Student Login"/>			
<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>			
BARC OFFICE NEWS		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Select the link under Parent Access. </div>	
<p>Spring 2009 Deadlines</p> <p>Undergraduate Students - 3/16/2009 Graduate Students - 3/30/2009</p>			
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<p>Forgotten Passwords - Parent Users</p> <p>If your Parent has forgotten the password they use to access Gaucho E-Bill, then you</p>			

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/>

UCSB Business Services - BARC Billing Office - Mozilla Firefox

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- Parent Access to Gacho E-Bill

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 style="text-align: center;"><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-bottom: 10px;"> <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> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> <p>Student signs on to MyBARC using their UCSBNetID and Password</p> </div>	

Step 3 – Select Gaucho E-Bill

UCSB Billing Office
Matthew

Account Summary | Transaction Detail | Statements | Refund Information | Fellowships | News | **Gaucho E-Bill** | Help | Logout

Account Summary

Term: Summer 2009

Account Information

Current Balance: 45.95 Account Status: Active

Paid Status: Unable to Determine

Blocks: None Credit Rating: Current

Refund Information

Refund Type: Check

Refund Mailing Preference: Local Mailing

SUMMER SESSIONS 2009 FEES DUE - JULY 15, 2009

Billing Office - barc.info@barc.ucsb.edu - 805-893-3756
Billing Cashier - 805-893-2177

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

your account view bills **make payment** basket help sign out

UCSB UCSB Billing Office - Gaucho E-Bill

MATTHEW

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 \$45.95

[Make an e-check payment](#)

Click the [Recent Account Activity](#) link in the **Your Bills** section of this page for a list of transactions posted to your account subsequent to your last billing statement. We recommend that you pay the lesser of your Current Balance or the Amount Due reported on your latest billing statement.

Your Bills [View All](#)

To view all your bills click 'View All'.

BARC Statement of ... 05/18/2009 [View](#) [Download](#)

BARC Statement of ... 04/21/2009 [View](#) [Download](#)

BARC Statement of ... 03/23/2009 [View](#) [Download](#)

[Recent Account Activity](#)

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

Parent Users [Add New](#)

You currently have the following Parent Users set up.

eric [Edit](#)

Dadsaccount [Edit](#)

Saved Accounts

Matt's Checking [Edit](#) [Delete](#)

Step 5 – Select the “Reset Password” option

your account view bills make payment basket help sign out

UCSB UCSB Billing Office - Gaucho E-Bill

MATTHEW

Parent PIN Information

Parent User: Dadsaccount

Email Address: [redacted]@ucsb.edu

Add a note to the welcome email (optional)

Can this person login: Yes No

Can this person get bill notification by email: Yes No

OK **Reset Password** Cancel

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A callout box with the text "Select the 'Reset Password' option" has an arrow pointing to the "Reset Password" button.

Step 6 – Confirm your intention to reset the password by selecting the “Continue” option.

your account view bills make payment basket help sign out

UCSB UCSB Billing Office - Gaucho E-Bill

MATTHEW

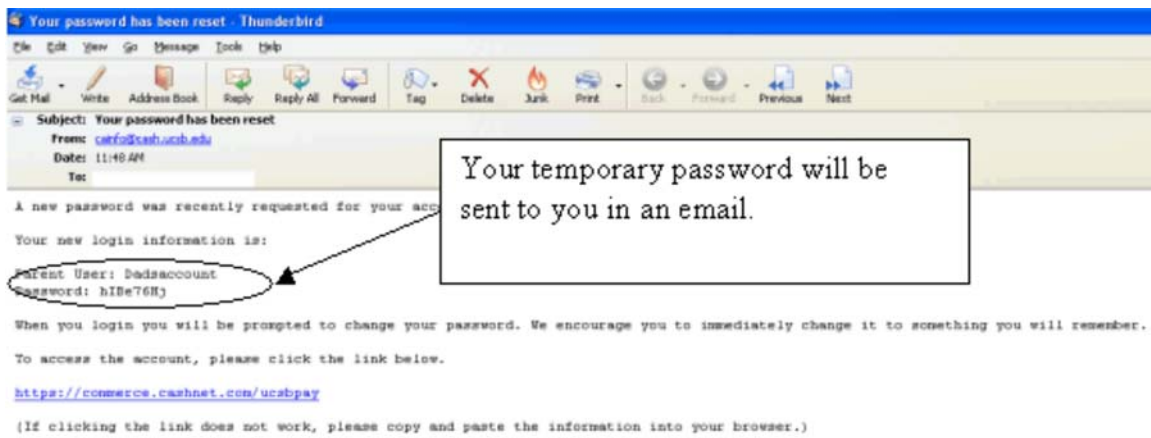
You are about to reset the password for: Dadsaccount.
Resetting the password will result in a loss of saved payment information for this account.
Do you want to continue?

Continue Cancel

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A callout box with the text "Confirm your intention to reset the password by selecting the 'Continue' option." has an arrow pointing to the "Continue" button.

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



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UCSB UCSB Billing Office - Gaucho E-Bill

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[Forgot Password](#)

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Change Password

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Old Password

Enter New Password

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Criteria for a your password

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