

CORNISH ANNOUNCES ONLINE ACCOUNT ACCESS

Registration in the System is Mandatory

The new **Online Cornish Account Program: OCAP.**

The **OCAP** will allow you 24 hour access to your student account and direct deposit of student refunds.

The system will include:

- Real-time Student Account Billing Information
- All Student REFUNDS will be direct deposited to student checking accounts
- Online payments with bank transfers, e-checks or credit cards
- E-Bills delivered to your email and your parents' email
- Sign-up parents or other bill payers for account access and authorization to pay
- Student has complete control over account access

All students are required to register in the system. Cornish will only issue refunds through the online system. If you do not want your refund sent electronically, you must still register in the system and "Decline" the E-Refund.

INSTRUCTIONS

- Go to: <http://ocap.cornish.edu> or you can find the link on the cornish.edu website
- Log-on Your Cornish Username (as used in your Cornish email address) is your log-on.
(Example: john.smith@arts.cornish.edu has a Username/Log-on of john.smith)
- Password Your initial password is your Birthday, Year - Month - Day.
(Example: for a birthday of July 25,1989, your password is 19890725)
- STEP #1 Select CHANGE MY PASSWORD and make a more secure password you will remember.
- STEP #2 Log-on to the OCAP system and set up PARENT BILLING. Setting up Parent Billing is the only way to share your bills with your parents or co-biller. Just put their name and email address into the system and the system will email them instructions on setting themselves up with access to your account.
- STEP #3 Enroll in the E-Refund. This is the only method Cornish College will use to send money to students. It is very easy to put your bank information into this system and very secure. If you do not want Cornish Refunds then you must DECLINE the E-Refund.
- STEP #4 Make a note and Save your log-on info. You can check your account at any time. Check to see if your financial aid has arrived? Check to see if your bill has been paid? Review the lab fees on your account? Put more money on your meal plan account? Or have a parent be able to do any of these things. You are helping Cornish Save a lot of paper!!