



Granting Access to an Authorized User(s)

TO GRANT ACCESS FOR AN AUTHORIZED USER

Menu Path: My Account > Authorized Users > Add Authorized User

- Enter the email address of the person you are granting access to
- Select Yes or No as applicable to the questions that follow
- Click Continue

- The following screen will appear - Click 'I Agree' and then Print or Continue

- Note: An e-mail notice will be sent to authorize users providing instructions on how to log in.



TO UPDATE AUTHORIZED USERS

Menu Path: My Account > Authorized Users

- Select “Current Authorize Users” to view, edit or remove existing authorize user
- Select “Add Authorized User” to add new authorized users

Authorized Users

From this page, you can give others (parents, employers, etc) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
[REDACTED]	[REDACTED]	[Dropdown Menu]

Add Authorized User

- Edit
- Delete
- Show Agreement