


Set Up a New Authorized User

This set up allows parents and other authorized users to make payments to your student account. You, the student, must create this Authorized User ID before the user can access your information.

IMPORTANT: It is important to know that the access granted by you to your authorized user through the Parent Center is based on your consent for that user to view specific on-line information *and is not equivalent* to a third-party release of information covered by the Federal Educational Rights and Privacy Act (FERPA). You must complete a *FERPA 3rd Party Release* form that allows the University to discuss items covered by FERPA with your user.

1. Log in to your Student Homepage.
2. Click the **Treasurer's Office** tile.
3. Click **Make a Payment**.
4. Click the **Add New** link in the Authorized User Access box at the bottom of the page.



eCommerce Payment System

[your account](#) [make payment](#) [shopping cart](#) [help](#) [sign out](#)

Tuition and Fee Payments

If you do not intend to pay the full balance on the account, click the Pay link then click the edit button in the amount field, type in the amount you wish to pay and click the update button. Please review amount before submitting.

Your Account

Anticipated aid has not been deducted from the account balance.

Current Balance	\$5,563.89	Pay
Credit Balance	\$0.00	
Minimum Due	\$0.00	

Refunding options have changed. For more information visit [Refunds and Financial Aid Delivery](#)

The last payment received was for \$3,585.50 on 8/24/2017.

Installment Payment Plans

[Enroll in the Spring 2018 installment plan](#)

Your Recent Payments

View All		
08/24/2017	\$3,585.50	View
11/25/2015	\$32.00	View

Scheduled Payments

[Spring 2016 Automatic Payments](#) [Cancel](#)

Next payment	Amount	
12/23/2015	Pending	

Authorized User Access

You currently have the following Authorized User IDs set up.

	Add New
	Edit Delete
	Edit Delete

Saved Accounts

[Add New](#)

The delete link will not appear if the saved account is designated for use by an upcoming automatic payment or eRefund deposit.

Installation Plan	Edit
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Account Details

[SMS Alert Setup](#)

Important! All fields displaying an asterisk in this notice *must be completed*. The completion of the remaining fields is optional.

5. Assign the **Authorized User ID**. You may use UPPER, lower, and Mixed Case along with numbers and characters.
6. Type in the user's **E-mail Address**.
7. Confirm the **E-mail Address**.
8. You may **Add a Note** that will be included in the welcome e-mail to your authorized user.
9. Select **Yes/No** to allow or restrict access to your information.

Notice about Parents or Authorized Users:

Parents or Authorized Users have access only to make payment, payment history, and balance on the student account. They do NOT have access to financial aid, grades, or other online student information from the eCommerce site.

Authorized User ID	<input type="text"/>	*
First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Email Address	<input type="text"/>	*
Confirm Email Address	<input type="text"/>	*
Relationship to Student	<input type="text"/>	*
Phone Number	<input type="text"/>	*
Address Line1	<input type="text"/>	
Address Line2	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip	<input type="text"/>	
Add a note to the welcome email (optional)	<input type="text"/>	

Should this person...

be allowed to log in? Yes No

receive Installment Payment Plan email notifications? Yes No

be allowed to receive SMS (text message) notifications? Yes No

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.

10. Click **OK** to complete this process.

11. Click the **Sign Out** link in the red banner at the top of the page.



NOTE: The person you authorized will receive an e-mail providing him or her the **Authorized User ID**, the **Temporary Password**, along with the **URL** to access your financial account.

