**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.
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.

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.

[Image of e-mail example]