Adding an Authorized User

(ONLY STUDENTS)

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.
**Step One: Complete Information**

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.

### Add Authorized User

<table>
<thead>
<tr>
<th>E-mail address of the authorized user:</th>
<th><a href="mailto:JamesLittle@gmail.com">JamesLittle@gmail.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Would you like to allow this person to view your billing statement?</td>
<td>Yes</td>
</tr>
<tr>
<td>Would you like to allow this person to view your 1098-T tax statement?</td>
<td>Yes</td>
</tr>
<tr>
<td>Would you like to allow this person to view your payment history?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

[Select continue once all information is completed]
Step Two: Agreement

Check "I Agree" and select continue.
Step Three: View Added Authorized User

Notify the authorized user that they will receive an e-mail.

You may add as many authorized users as you choose.

You may edit or delete an authorized user.