

# COLLEGE *of* CHARLESTON

## **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

The screenshot shows a web browser window titled "Authorized Users - Windows Internet Explorer". The address bar displays the URL: [https://secure.touchnet.com:8443/C20590test\\_tsa/tapp?Navigate=proxy\\_users.jsp&OnError=welcome.jsp](https://secure.touchnet.com:8443/C20590test_tsa/tapp?Navigate=proxy_users.jsp&OnError=welcome.jsp). The page header includes the College of Charleston logo and navigation links: "My Account", "Payments", "Payment Plans", "eBills", "eDeposits", "eRefunds", "Account Activity", "My Profiles", and "Authorized Users".

The main content area is titled "Authorized Users" and contains a disclaimer: "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."

Below the disclaimer is a section titled "Add Authorized User" with the following form fields:

- E-mail address of the authorized user:
- Would you like to allow this person to view your billing statement?  Yes  No
- Would you like to allow this person to view your 1098-T tax statement?  Yes  No
- Would you like to allow this person to view your payment history?  Yes  No

At the bottom of the form are two buttons: "Continue" and "Cancel". A callout box with an arrow pointing to the "Continue" button contains the text: "Select continue once all information is completed".

The footer of the page includes the copyright notice: "©2002 - 2010 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy" and the TouchNet logo with the tagline "Secured Site".

# Step Two: Agreement

The screenshot shows a web browser window titled "Authorized Users - Windows Internet Explorer". The address bar shows the URL: [https://secure.touchnet.com:8443/C20590test\\_tsa/web/proxy\\_users.jsp](https://secure.touchnet.com:8443/C20590test_tsa/web/proxy_users.jsp). The page header includes the College of Charleston logo and navigation links: "My Account", "Payments", "Payment Plans", "eBills", "eDeposits", and "eRefunds".

The main content is a dialog box titled "Agreement to Add Authorized User". The text inside the dialog reads:

I hereby authorize College of Charleston to grant JamesLittle@gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Thursday, September 1, 2011.

For fraud detection purposes, your internet address has been logged.  
153.9.3.60 at 9/1/11 9:29:36 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree

Buttons: **Continue** **Cancel**

A callout box with a light blue background and black border points to the "I Agree" checkbox. The text inside the callout box is: "Check 'I Agree' and select continue".

At the bottom of the browser window, the status bar shows "Done", "Internet", and "100%".

# Step Three: View Added Authorized User

The screenshot shows a web browser window titled "Authorized Users - Windows Internet Explorer". The address bar shows the URL: [https://secure.touchnet.com:8443/C20590test\\_tsa/web/proxy\\_users.jsp](https://secure.touchnet.com:8443/C20590test_tsa/web/proxy_users.jsp). The page header includes the College of Charleston logo and navigation links like "Important Information | Ask for Help | Log Out". The user is logged in as "Paul Testa".

The main navigation menu includes: My Account, Payments, Payment Plans, eBills, eDeposits, eRefunds, Account Activity, My Profiles, and Authorized Users. The "Authorized Users" tab is selected.

A callout box points to the "Authorized Users" tab with the text: "Notify the authorized user that they will receive an e-mail".

The main content area has a heading "Authorized Users" and a yellow message box: "Thank you. We have sent an e-mail to JamesLittle@gmail.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)"

Below this is a privacy notice: "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."

The "Current Authorized Users" section includes a warning: "When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled."

Full Name	E-mail Address	Action
	JamesLittle@gmail.com	Edit   Delete

Below the table is a button: "Add Authorized User". A callout box points to this button with the text: "You may add as many authorized users as you choose."

Another callout box points to the "Edit | Delete" link in the table with the text: "You may edit or delete an authorized user".

The footer contains copyright information: "©2002 - 2010 TouchNet Information Systems, Inc. Privacy Policy" and the TouchNet logo with "Secured Site".