# How to set up Parent or Authorized Users

Students can grant parents or other payers' access by setting them up as an <u>Authorized User</u> following the steps below. Authorized users may view student account activity, make payments, and set up payment plans.

1. Log into the **Student Payment Center** and access your Student Payment Center.

2. Click the Authorized Users link in the **My Profile Setup** (left side menu)
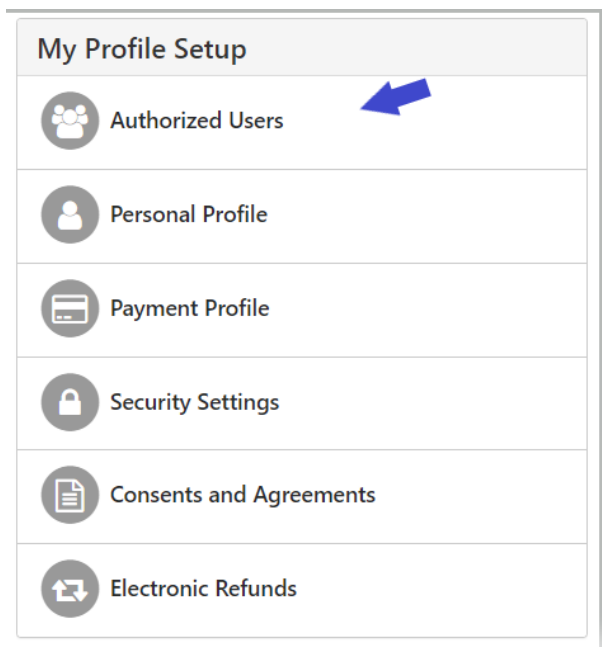
3. Click **Add Authorized User** near the bottom of the window.

   a. Enter the email address of your authorized user.

   b. Students can grant the Authorized User billing statement and payment history access. This can be changed by the student at any time.

   c. An automated email including a link, username and temporary password will be sent. Your authorized user will use this information to log in and set up his/her profile.

   d. After set up, all authorized users making tuition payments on your behalf will access the system directly through the **dedicated Authorized User access**

Please be aware that parents or authorized users will not have access to invoices or payment options until they are added to your account. Authorized users will not be able to view any other student information from this access.

<u>Separate Authorized Users</u>

If a student has two parents who would each like to pay separately on a plan, it is suggested that the **student** sign up for the plan initially and then give access to each parent as an authorized user. Each parent will pay his or her agreed upon portion of the plan each month.