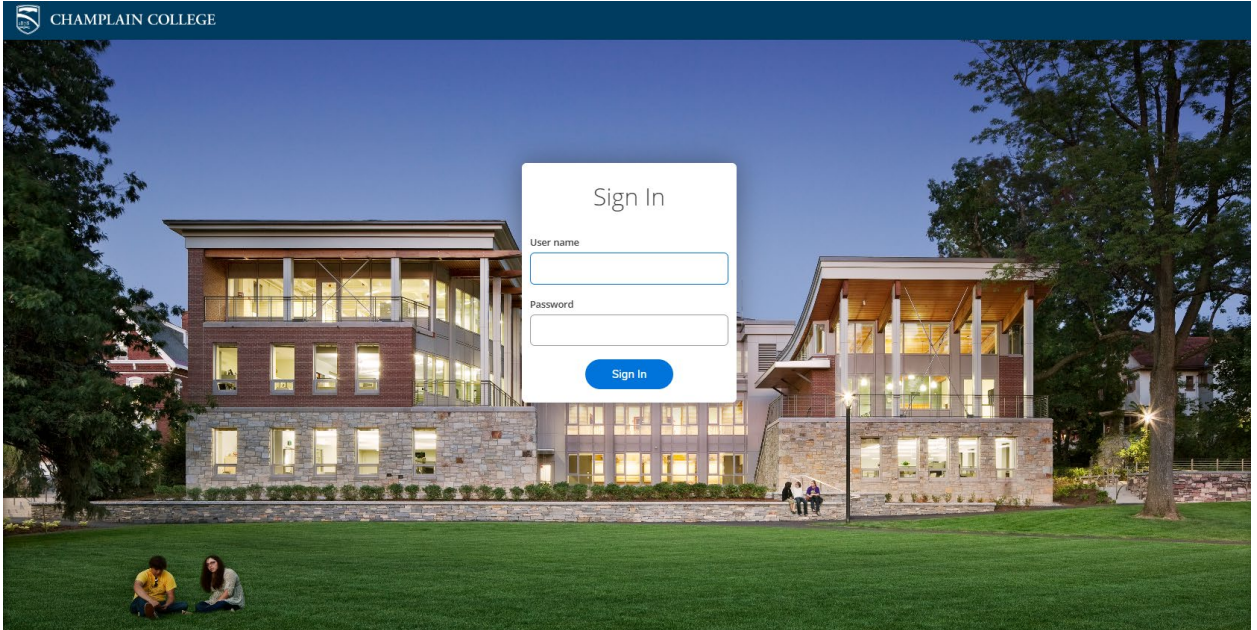


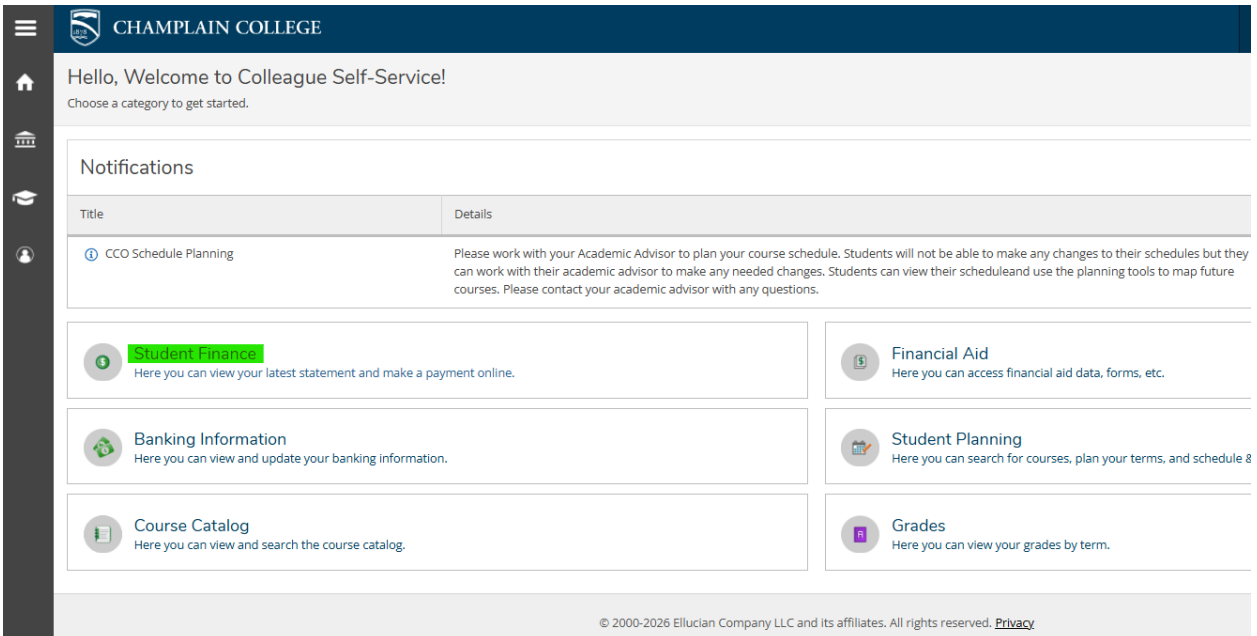
## Setting Up Authorized Users

To add an Authorized User, the **student** must:

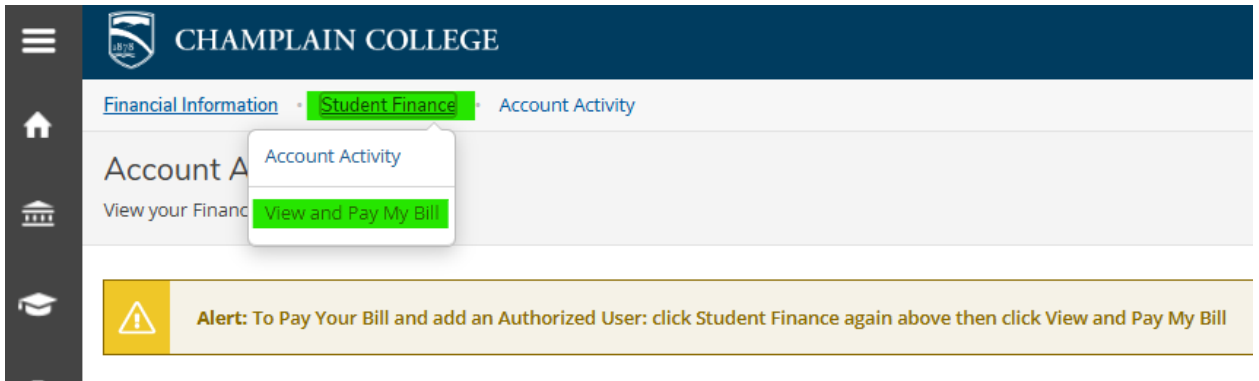
1. Login to [Self Service](#) using your username and password



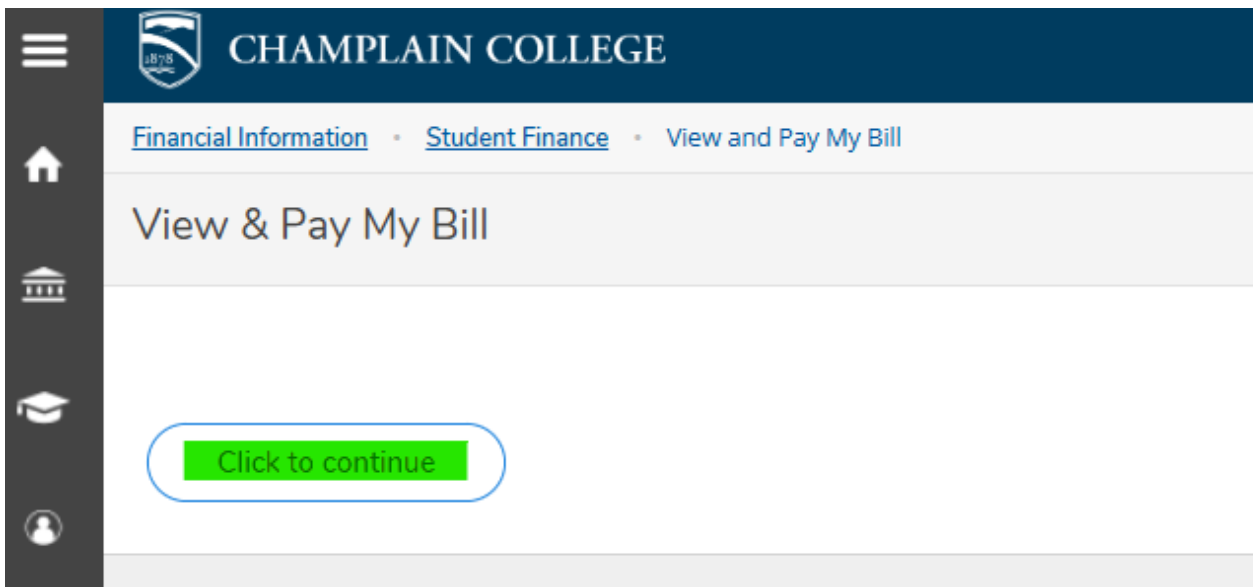
2. Click Student Finance (where you can view your Account Activity)



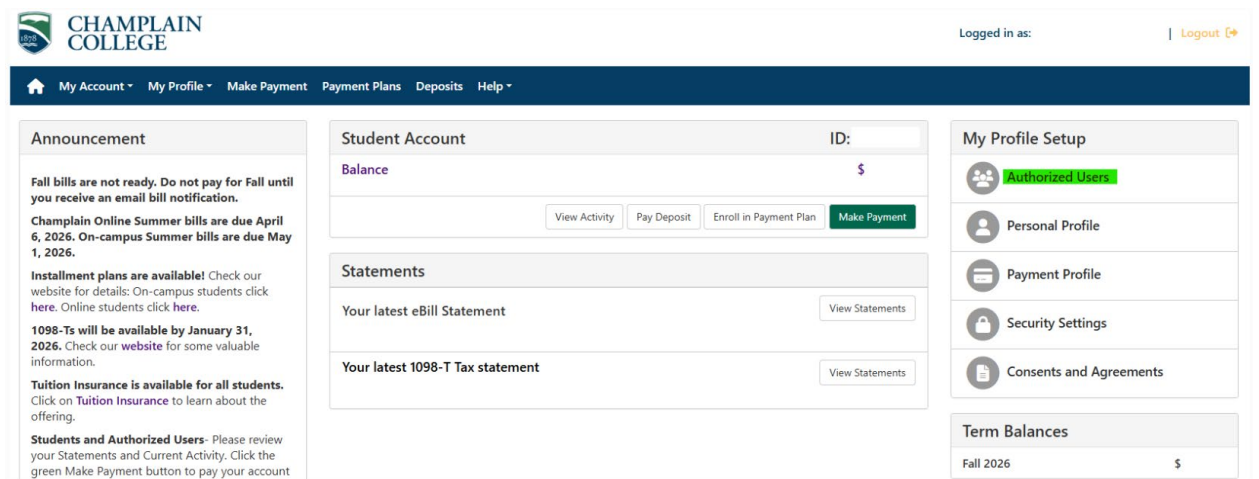
3. Then click on Student Finance again at the top or left side of the page and click View and Pay My Bill



4. Click Continue



5. Click "Authorized Users" under the My Profile Setup on the right side of the page



## 6. Click "Add Authorized User"



### Authorized Users

Authorized Users

[Add Authorized User](#)

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.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

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 and account activity?

Yes  No

Would you like to allow this person to receive your payment plan communications?

Yes  No

[Cancel](#) [Continue](#)