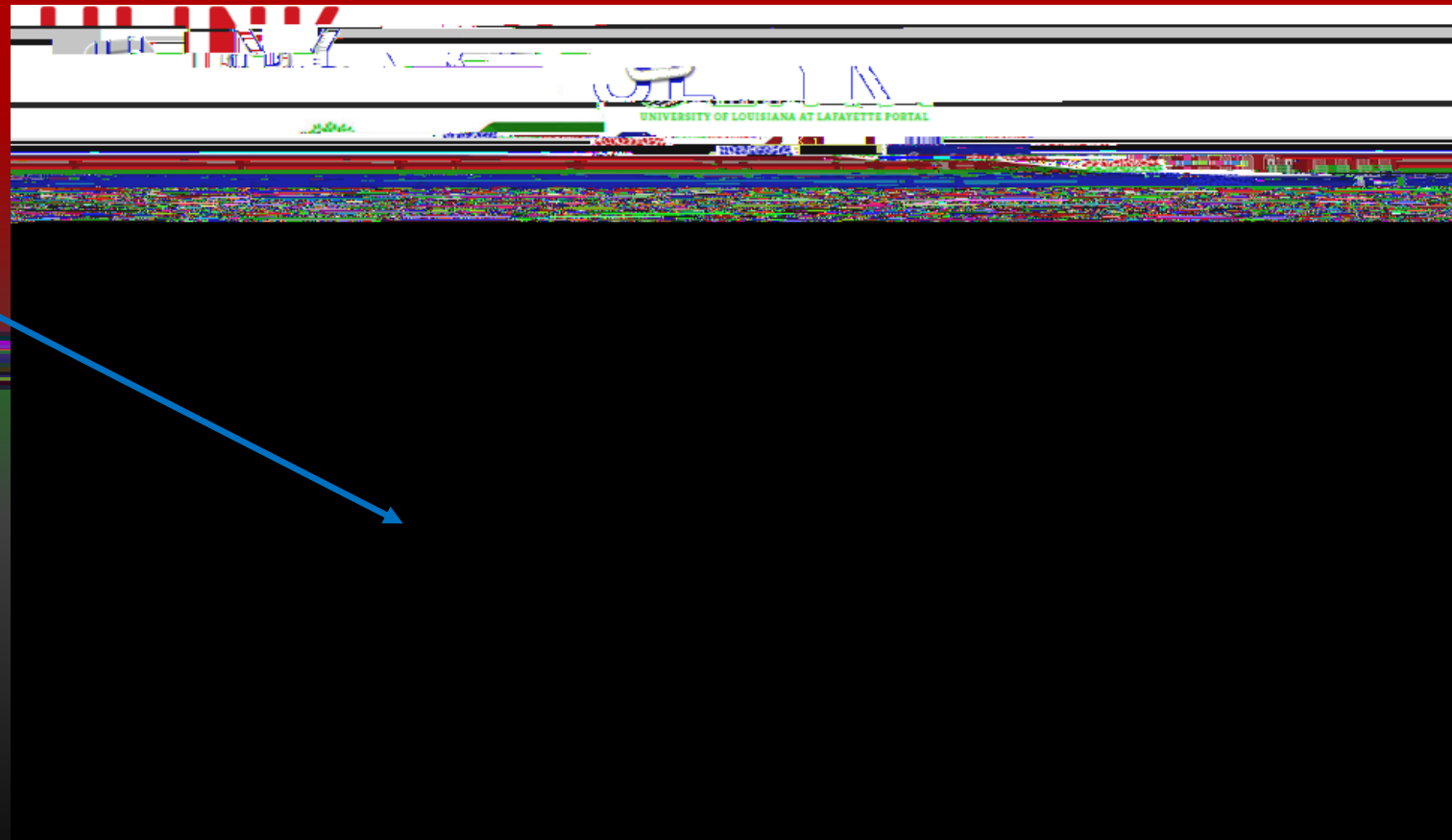


Why do I need an authorized user?

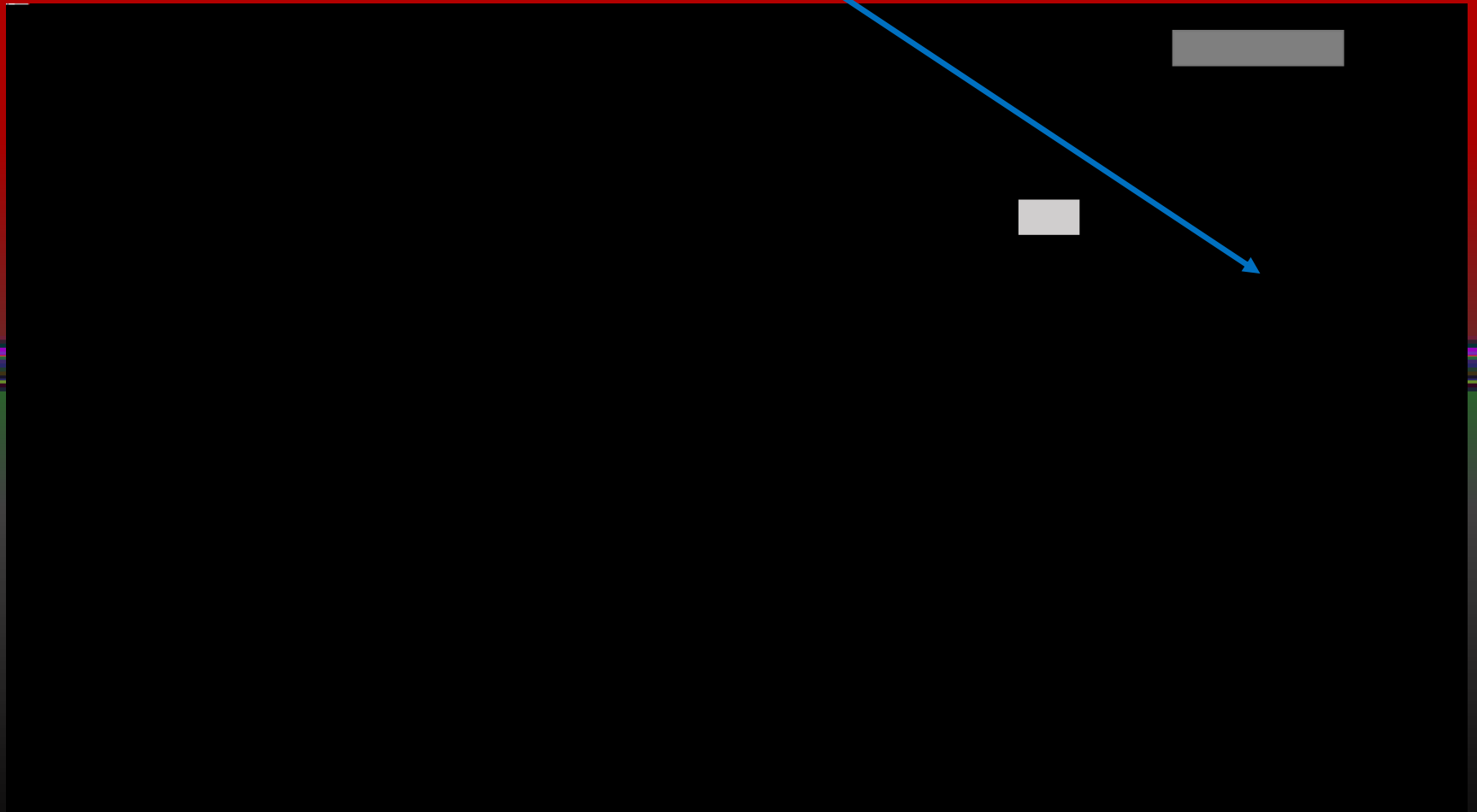
- Due to FERPA, federal privacy laws, we cannot give anyone information related to your account without your permission.
- An authorized user has your permission to speak to someone

Set up Authorized User

- Ulink
- Tuition and Aid
- View your statement or pay your bill



Click on the Authorized User tab on the right



Enter the authorized user's email address and answer all three questions as to how much access

The Agreement to
Add Authorized
User page will
pop up so make sure
you enable Popups.

Check the box next
to I Agree
then click Continue.

k2852@yahoo.com

Each user will appear on your Authorized Users page

You may add 5 authorized users to your account

Authorized users can be edited or deleted at any time by clicking Edit or Delete

My Account Make Payment Payment Plans Deposits Help My Profile

Authorized Users

From this page, you can do a lot more (for most accounts) into the ability to access your account information. In compliance with the 504 and 508 regulations, you may not be able to do this without your web browser's consent. Adding an authorized user to your account is a good idea. Authorized users DO NOT have access to your account information.

▼ Current Authorized Users

Full name:	Email address:	Action
John O. Public	kgy1637@yahoo.com	Edit Delete

▶ Add Authorized User

Enter your email address and temporary password
then click the Login button



The authorized user's profile must be setup

Enter all information with an * next to it

Enter your new password

You can enter an alternate email address if you choose

Click Save

The screenshot shows the 'Authorized User Profile Setup' page for the University of Louisiana. The page includes a header with the university logo and name. The main content area is titled 'Authorized User Profile Setup' and contains a 'Profile Setup' section. This section has several input fields: 'Address' (with a note that asterisks indicate required fields), 'Name and E-mail' (with a note that asterisks indicate required fields), 'First Name', 'Last Name', and 'Alternate e-mail address'. Below these fields is a 'Password Change' section with two input fields: '*Enter your new password: (minimum 7 characters and at least one number or special character)' and '*Confirm your new password:'. The form is partially obscured by a semi-transparent overlay.

Student Name	UL ID	E-mail Address
Christie Boutte	C00123456	
Karen Viator	C00555255	
Sally York	C00998245	

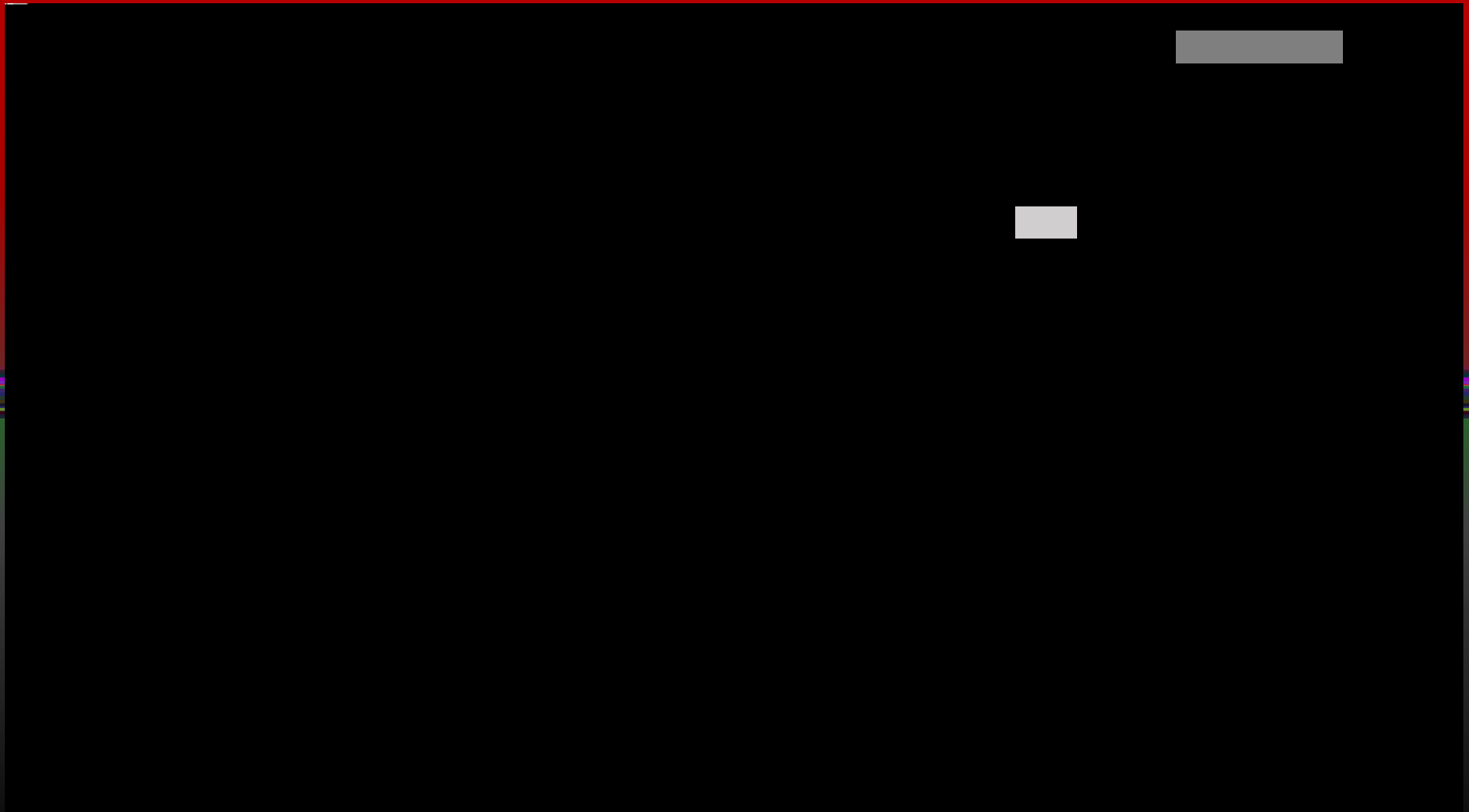
If you are an authorized user for more than one student, they will all appear on your screen.

You may make a payment to all at the same time or one at a time.

If you want to pay just one, double click the student's name you would like to pay.

Pay All

This will take you to the student's statement and Payment Center.
Click either Make Payment or Enroll in Payment Plan.

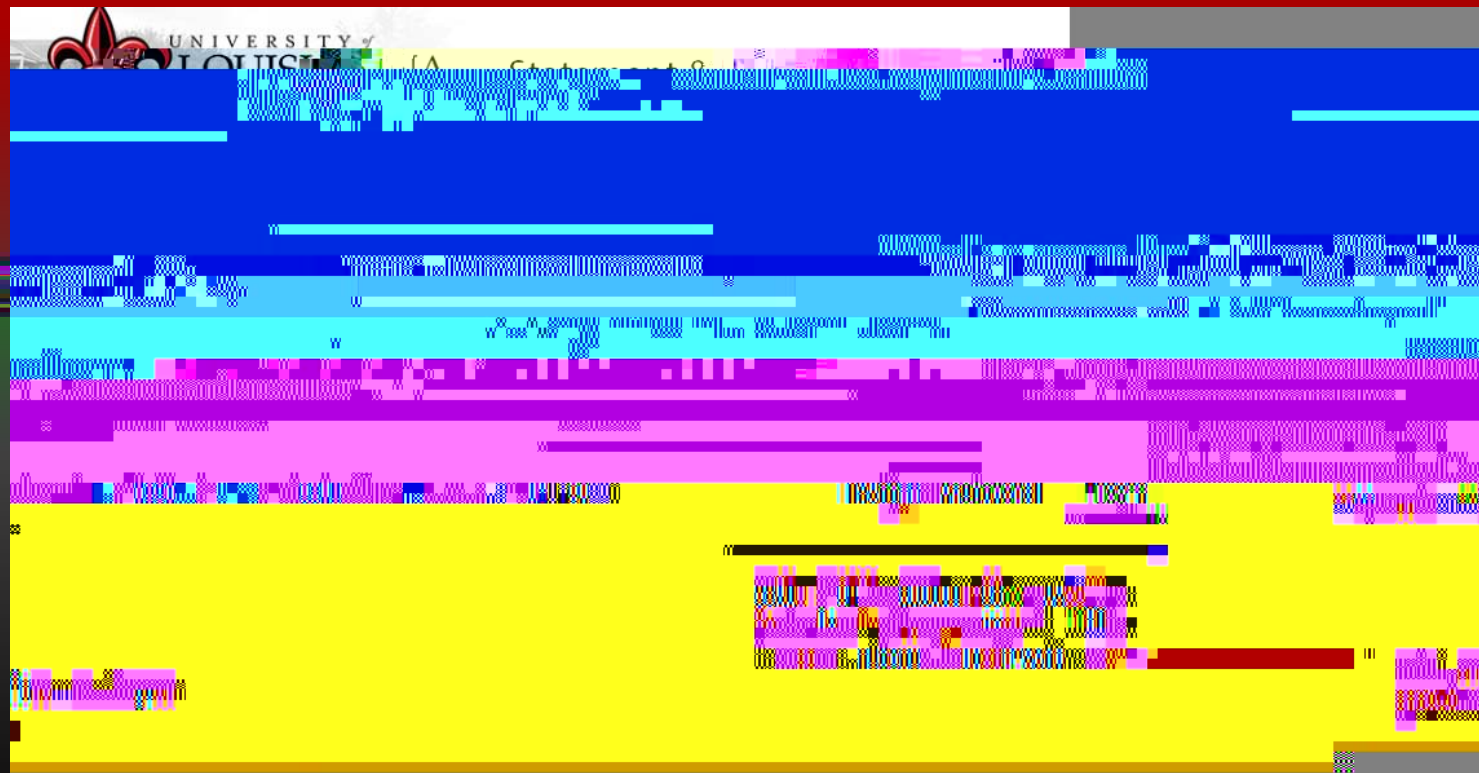




I forgot my password or I never
received a password

Go to the Touchnet website

https://secure.touchnet.net/C22198_tsa/web/login.jsp



Click on the
Forgot

The system will lock you out after 5 incorrect passwords.

The system will reset itself in a little over an hour so you can try again.

THE END