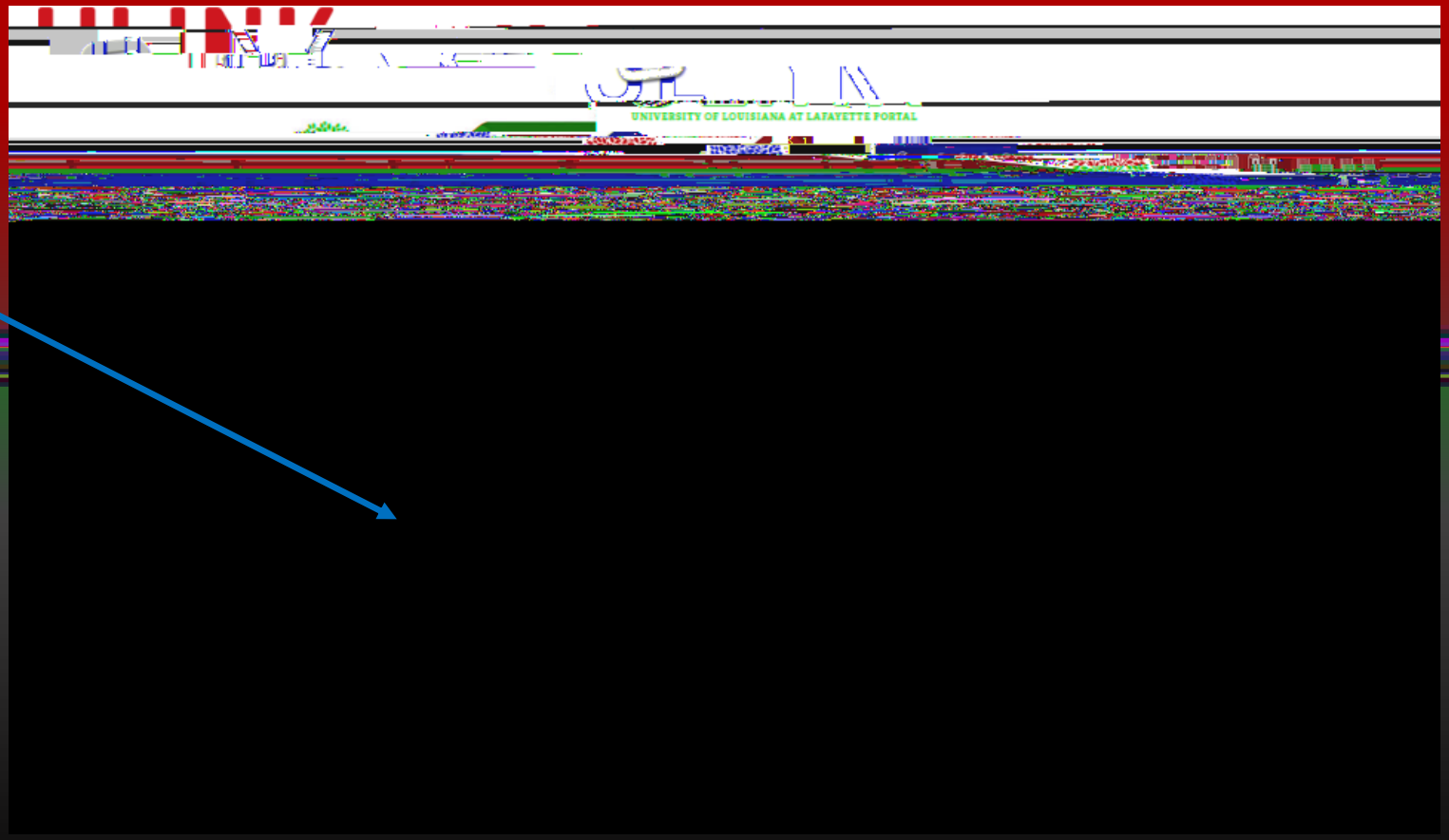
Why do I need an authorized user?

- Due to FERPA, federal privacy laws, we cannot give anyone information related to your account without your permission.

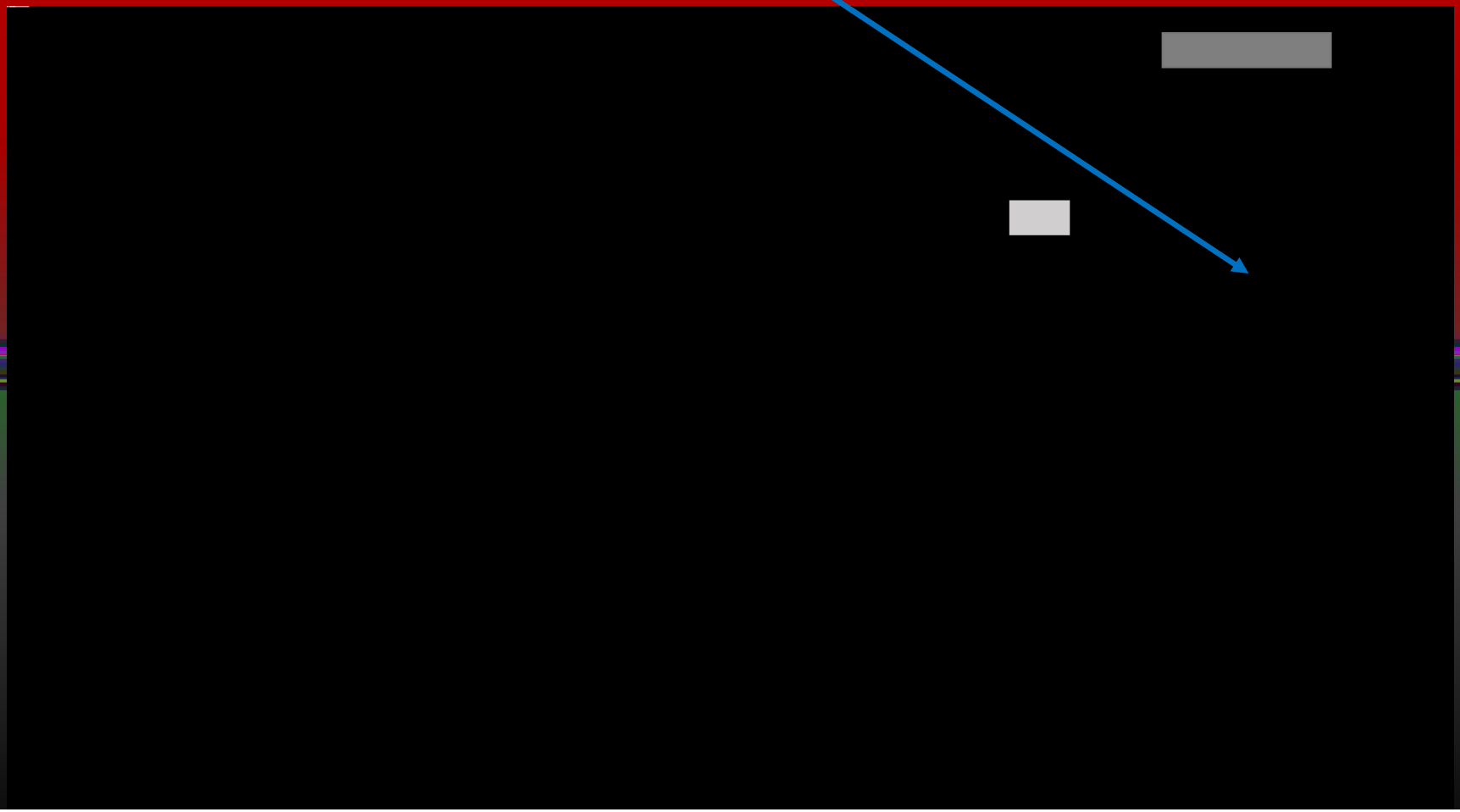
- An authorized user has your permission to speak to someone

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

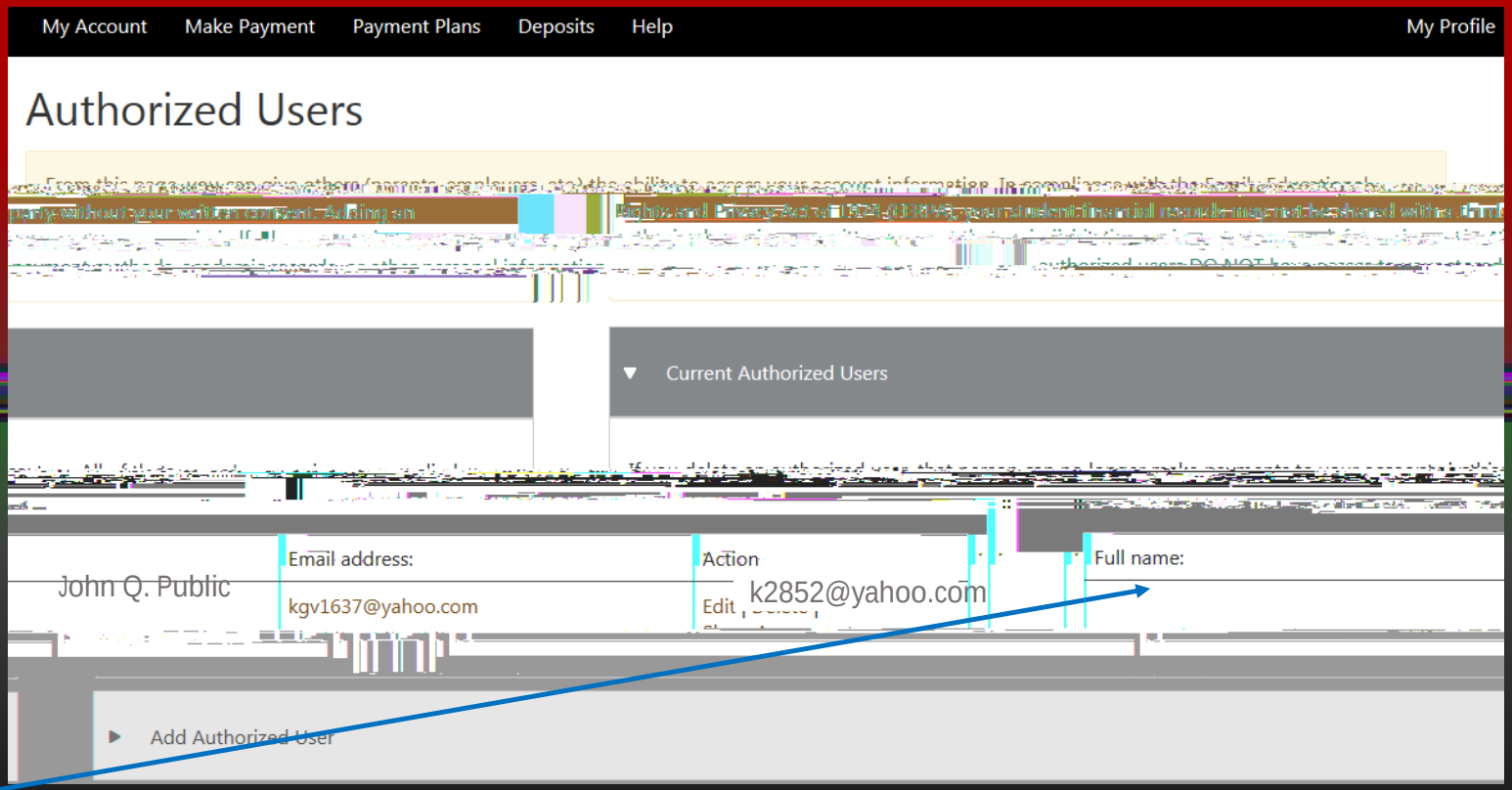
The Agreement to Add Authorized User page will pop up so make sure you enable Popups.

Check the box next to I Agree then click Continue.

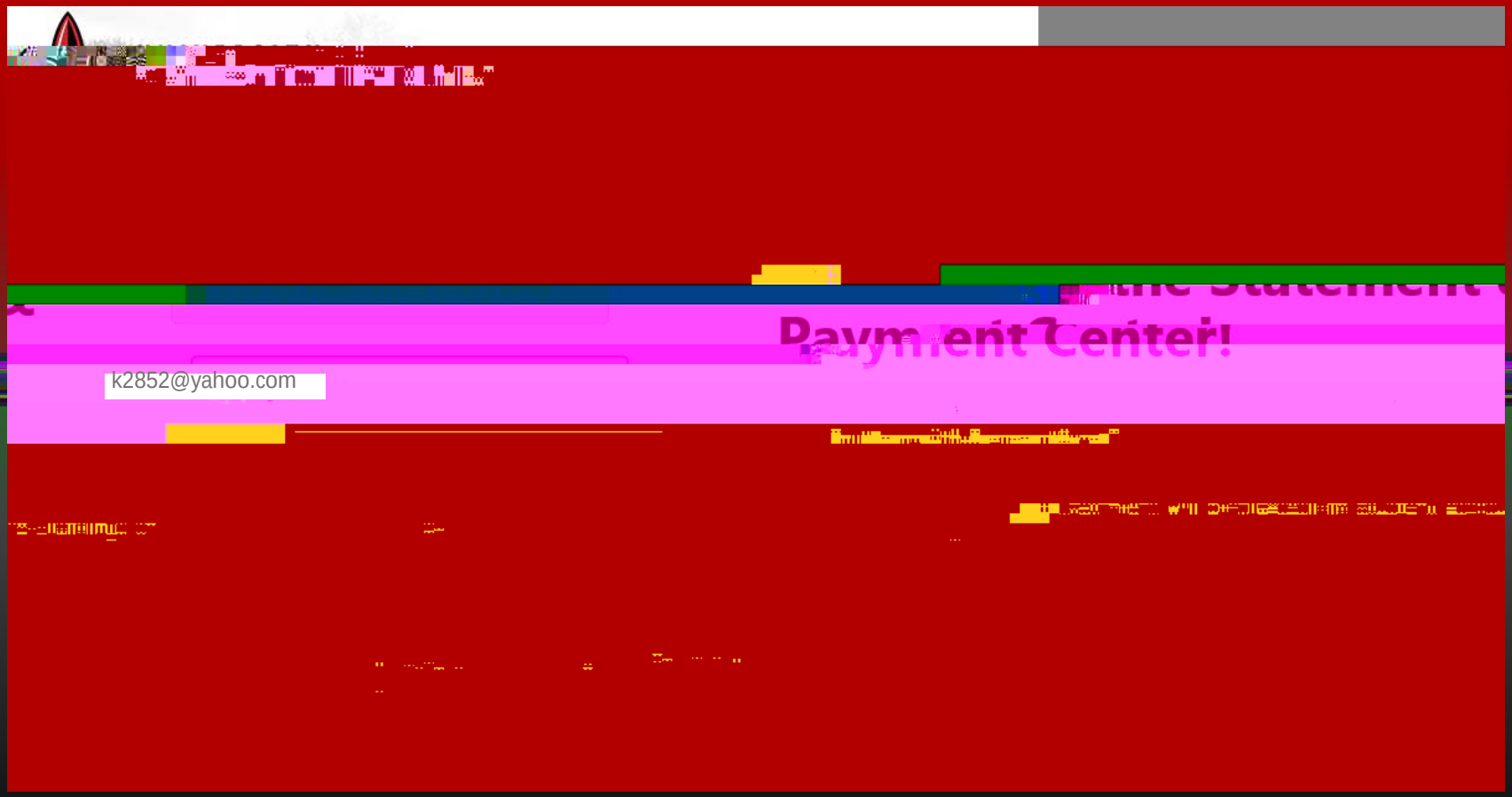
Each user will appear on your Authorized Users page

You may add 5 authorized users to your account

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



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



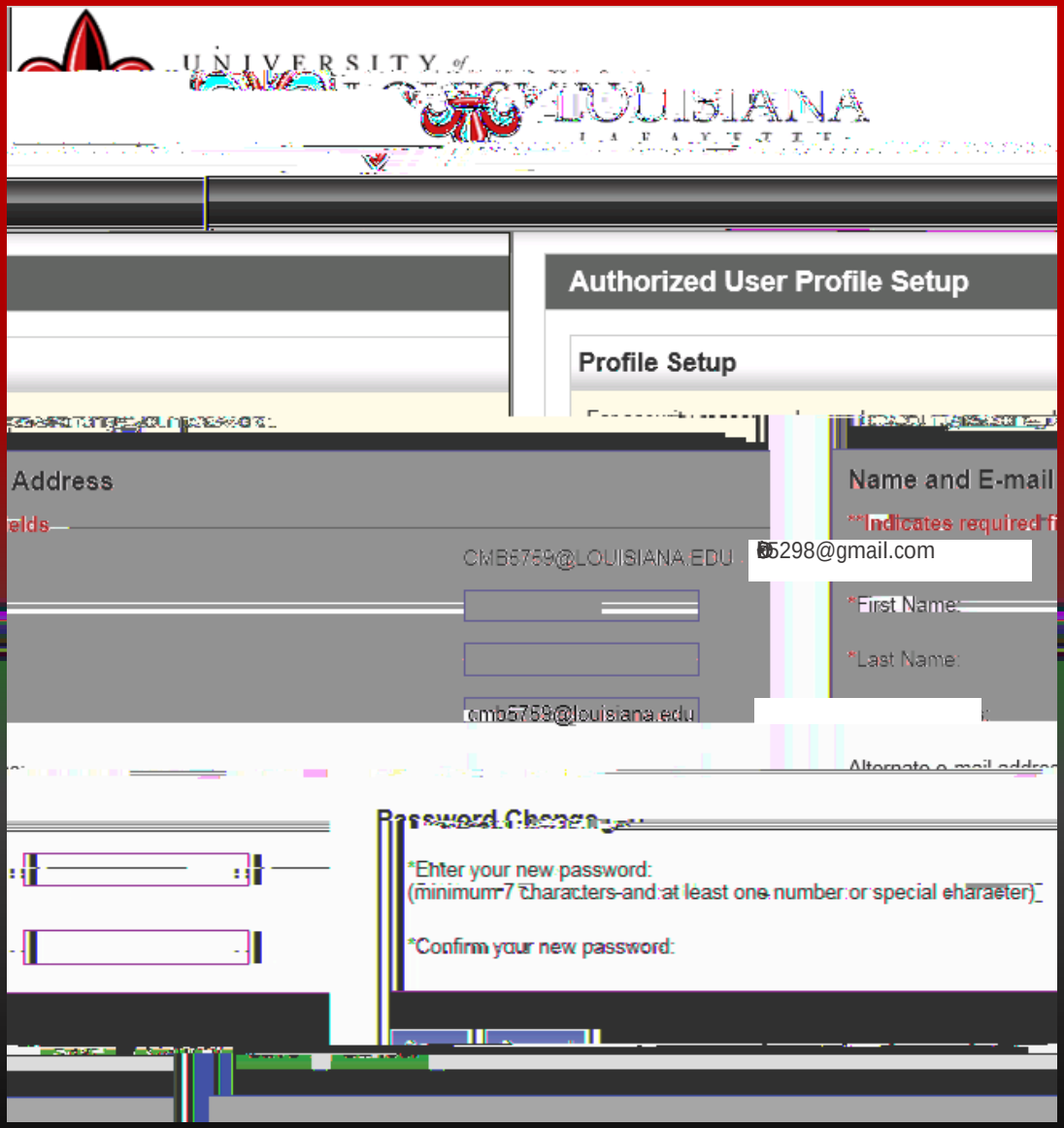
The authorized user's profile must be setup

Enter all information with an * next to it

Enter your new password

You can enter an alternate email address if you choose

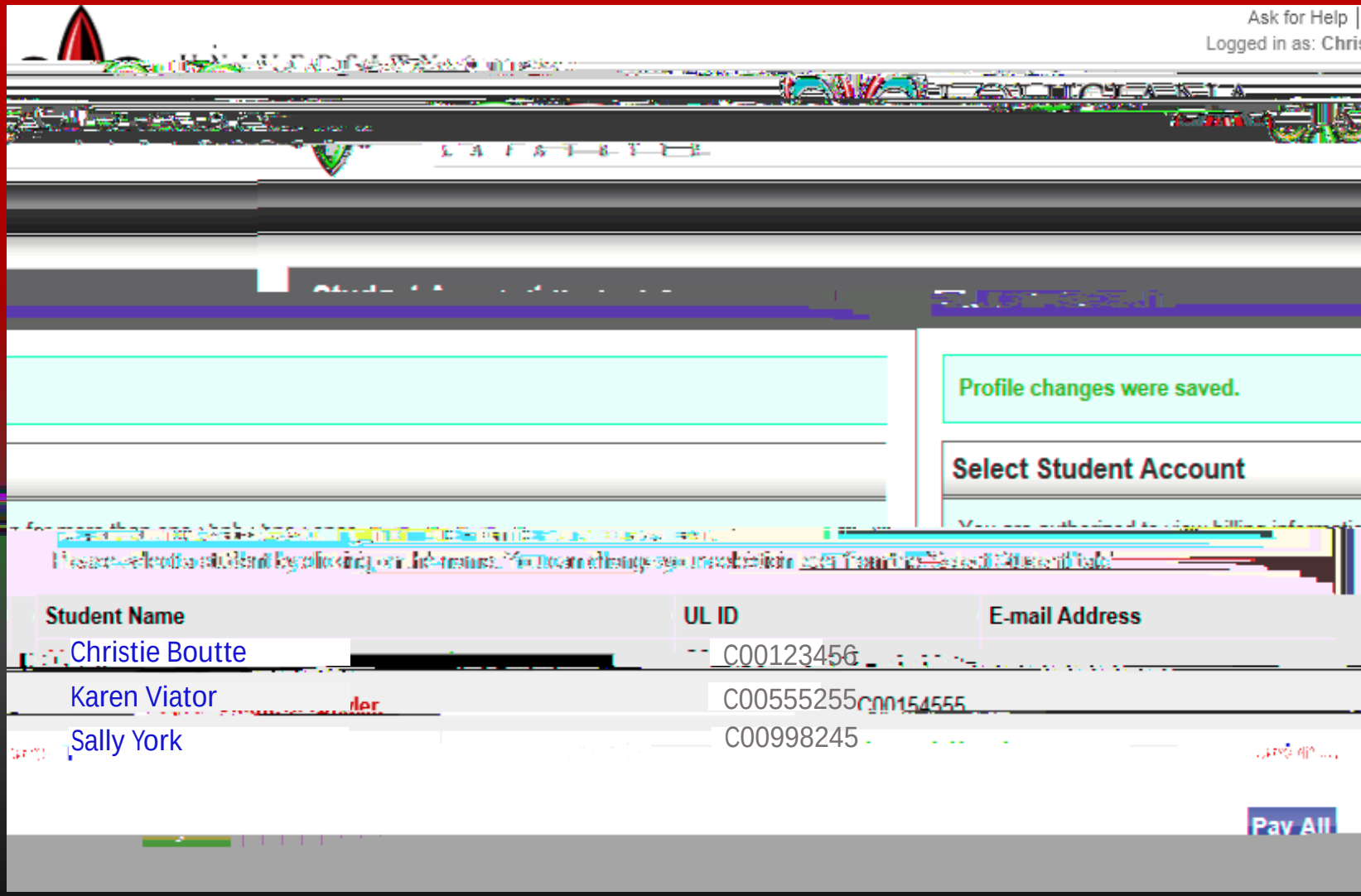
Click Save



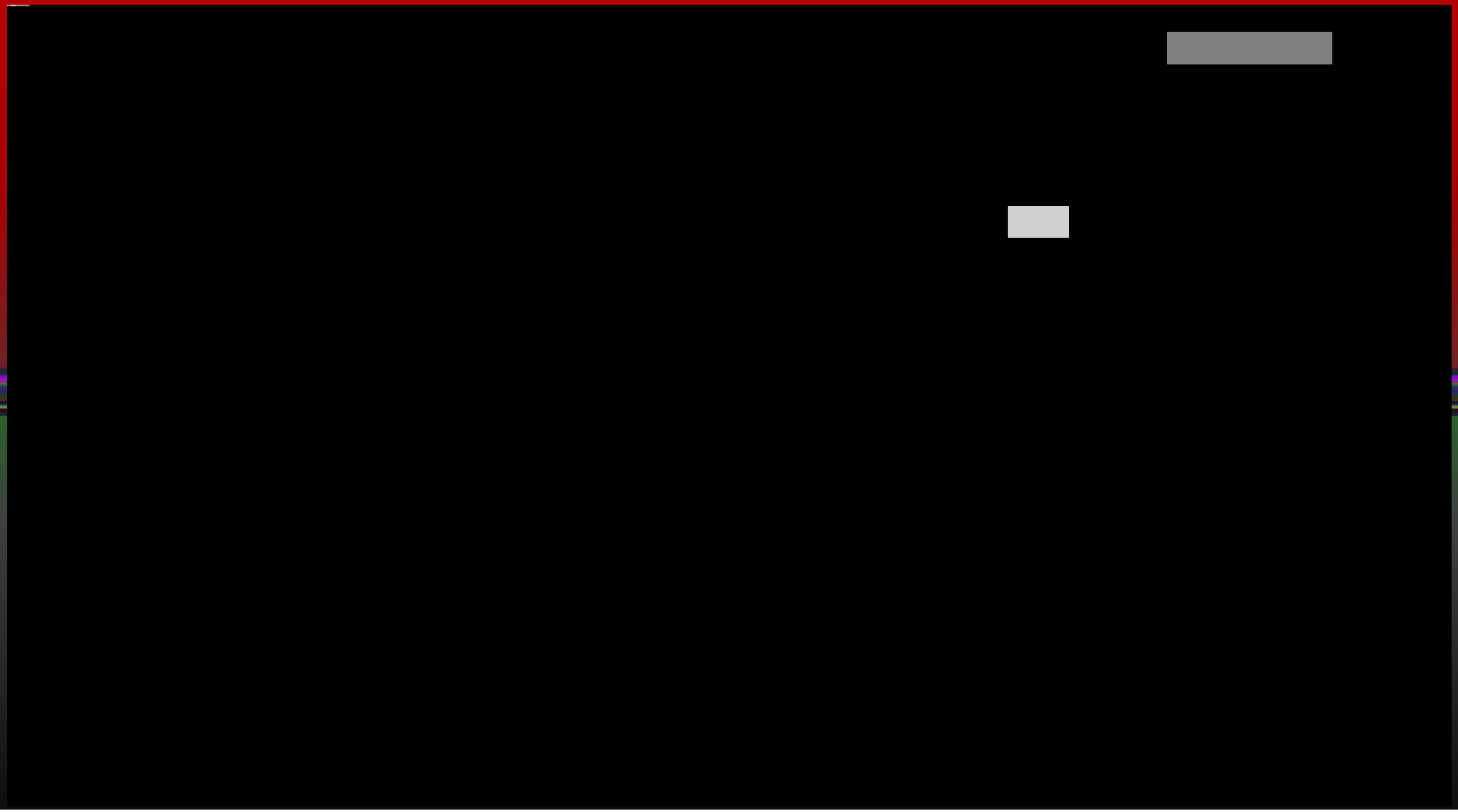
If you are an authorized user for more than one student, they will all appear on your screen.

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.



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

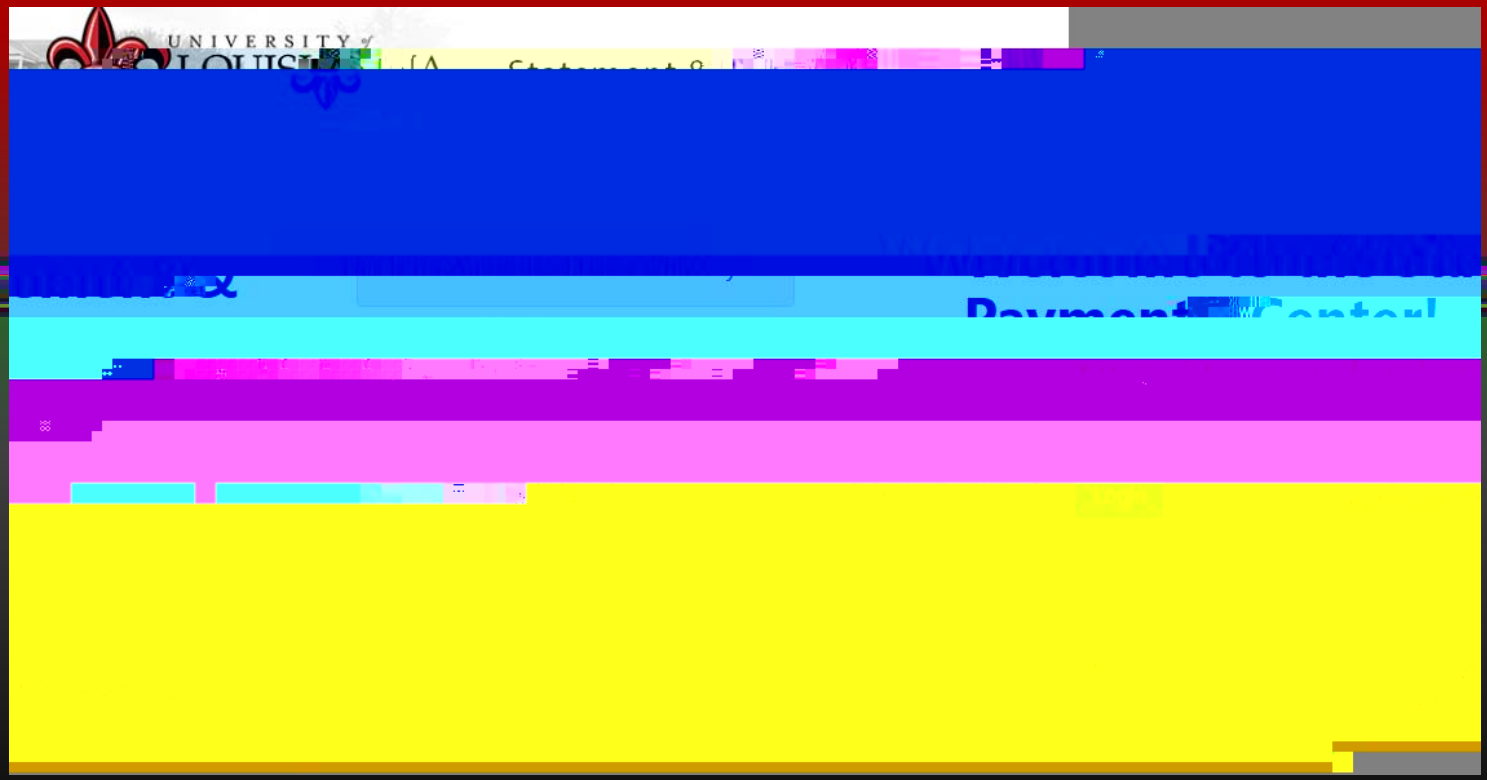


I forgot my password or I never received a password

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