How to Authorize Users

Log into your eServices account at my.icc.edu. You will need your Username (Login ID) and password. These are the same you used to enroll online. If you do not know your login ID, select “Find Login ID” at my.icc.edu. If you need to reset your password, select “Reset My Password” at my.icc.edu. If you continue to encounter problems, please contact the Help Desk at (309) 694-5457.

Choose the “make a payment and direct deposit refund setup” link located near the bottom of the page.

You will be directed to the ICC payment system. Login under the “Student and Staff” section on the top left side of the page. You will use the same UserID you used to log into eServices.

Once you are logged into the system, 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 consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Authorized users DO NOT have access to your payment methods, academic records, or other personal information.

Select “Authorized Users” from the top menu.

You will then add the email address for the individual you wish to grant account access. You will also need to designate whether or not you would like this individual to view your payment history on your account. Select yes or no and click “Continue”.

After the address has been added, you will be presented with an agreement stating you, as the student, authorize the individual access to your account.

To login to account information, the authorized user will enter the email address and password in the “Authorized Users” box shown below. After the first login, the authorized user will need to update a profile and choose a new password.