Add an Authorized User to Your Account

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) your student financial records cannot be shared without your consent. You may grant an authorized user access to the ICC Student Payment System so they may view your account information and make payments on your behalf. *(see notes below)*

1. Visit my.icc.edu and click on Tuition Payment.

2. Log-in to the ICC Student Payment System. *Authorized parents, guardians or others will log-in using the Authorized Users section.*

3. Click Authorized Users, then click Add Authorized User.

4. Enter the authorized user’s email address. Choose whether you want the user to view your payment history & account activity. Click the Continue button.

5. Review the agreement. Click I Agree to authorize the user to have access to your account. Click Continue.

6. The authorized user will receive an email at the address you provided with instructions for logging in and viewing account information.

**Notes:**
- Authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.
- Authorized users can only view their own payment methods and account information.
- Students cannot view payment methods of authorized users.