Authorized User Login
Log in as an authorized user

1. Use the link provided in the Authorized User email you received for access to the secure payment site.
   - This email was sent to the address your student submitted when authorizing you access to their account.
   - It contains a link to the secure site login and your authorized username and temporary password.

2. Use your email address and temporary password provided in the email to log in under Authorized User section.

Set up a profile

3. Fill in your first and last name.

4. Create a new password using the criteria posted.

5. Click continue. My Profile confirmation will appear.

6. Click on Home icon to visit the home page.
   From the home page, authorized users can make a one-time payment, enroll in a payment plan, and set up a payment method.
   - While logged in as Authorized User, follow the same steps as the student to accomplish these items.
   - Authorized users DO NOT have access to students’ stored payment methods, academic records, or other personal information. Authorized users can only view their own payment methods and account information.