

SETTING UP AN AUTHORIZED USER

In TouchNet

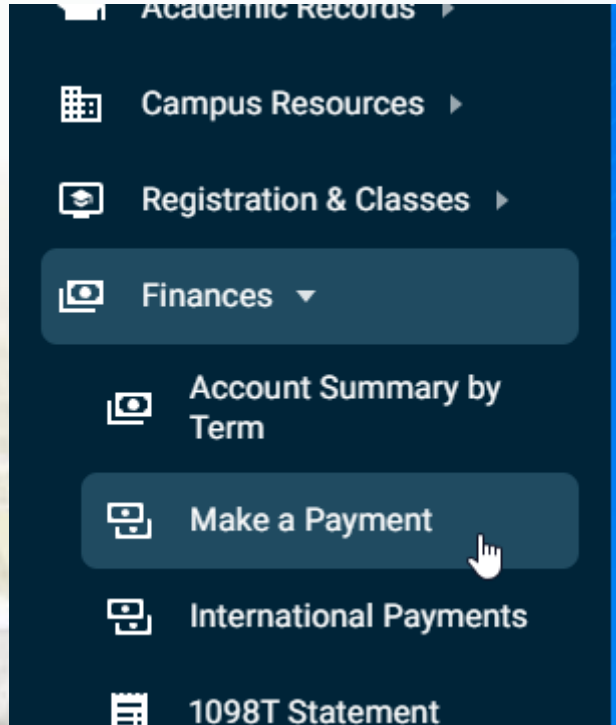
Step 1

Go to www.my.usu.edu and login to your account using your A-number and password

The screenshot displays the Utah State University TouchNet dashboard. On the left is a dark sidebar with navigation options: Dashboard, Activity, Tasks, Announcements (with a '2' notification badge), Resources, Discover, Events & Calendars, Shortcuts (with an 'Edit' link), USU Email, Groups (with a 'View all' link), and Tools (with a 'View all' link). The main content area has a blue header with a search bar, navigation tabs (Common Tools, Employee Programs, Employee Life, Employee Support, USU News & Events, and Register), and a 'Find New Widgets' button. Below the header are several widgets: 'Canvas' (no content), 'My Calendar' (listing events for Aug 25, 26, and 28), 'ServiceNow' (showing 0 Approvals, 16 Tasks, and 0 Requests, plus a list of IT Technicians), 'USU Instagram' (featuring two posts), 'Account Balances' (with 'VIEW CHARGES' and 'MAKE PAYMENT' buttons), and 'Safety Reporting' (with buttons for Health & Safety, Sexual Misconduct, Academic Integrity, Conduct Violation, Discrimination, and Student of Concern). A 'Help' button is located in the bottom right corner.

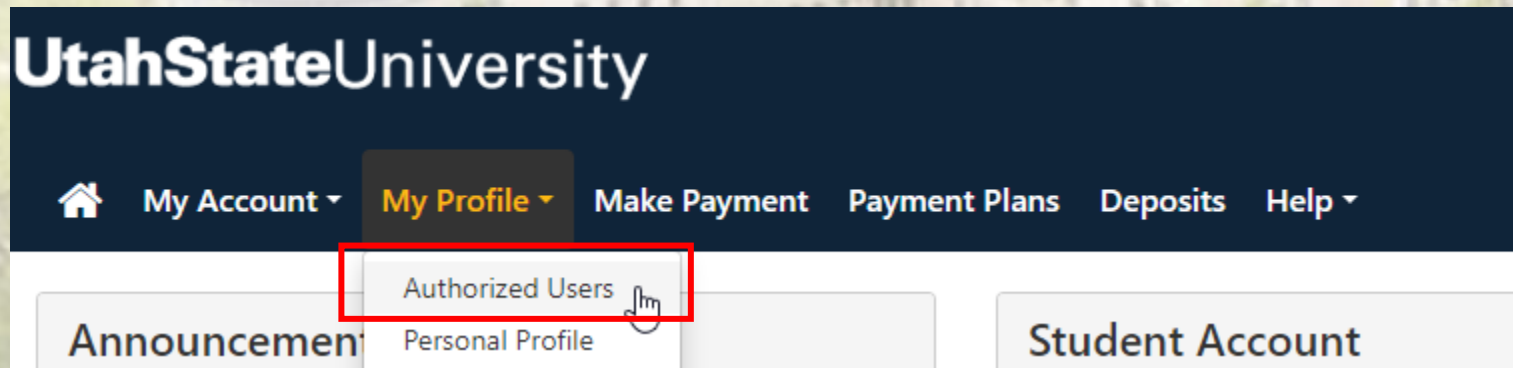
Step 2

In the lefthand column, go to **Finances** → **Make a Payment**. This will take you to TouchNet, the online payment system



Step 3

In TouchNet, go to **My Profile** → **Authorized Users**



Step 4 Select **Add Authorized User**. Read the information provided in the yellow box, then add the email of the person you want set up as an authorized user. You can also choose what information they can access. When you have finished, select **Continue**

Authorized Users

Authorized Users **Add Authorized User**

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 written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?
Would you like to allow this person to view your payment history and account activity?

Yes No
 Yes No

Cancel **Continue**

Step 5

Read the agreement, click **I Agree**, then click **Continue**

Agreement to Add Authorized User ×

I hereby authorize **Utah State University** to grant auth.user@email.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated 17-Aug-2023 9:35:52 AM MDT.

For fraud detection purposes, your internet address has been logged:
129.123.114.98 at 17-Aug-2023 9:35:52 AM MDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree


You will see a confirmation that you have set up an authorized user and you will see their email. You will also receive an email confirming that an authorized user was added to your account. To make changes to the authorized user, select the settings/gear icon beneath **Action**. This will open a drop-down menu with the options to **Edit** or **Delete** the user

Authorized Users

Thank you. We have sent an e-mail to auth.user@email.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

Authorized Users

[Add Authorized User](#)

Full name	Email address	Action
	auth.user@email.com	

Action

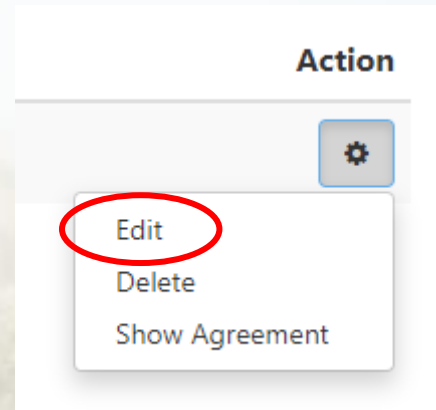


Edit

Delete

Show Agreement

To edit your authorized user, select **Edit**. A window will open allowing you to update what the user can access. Once you have made the updates, click **Update User**



Edit Authorized User ×

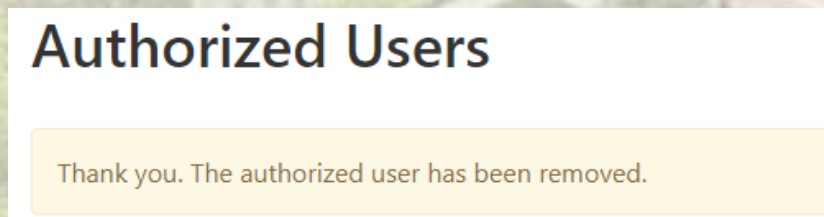
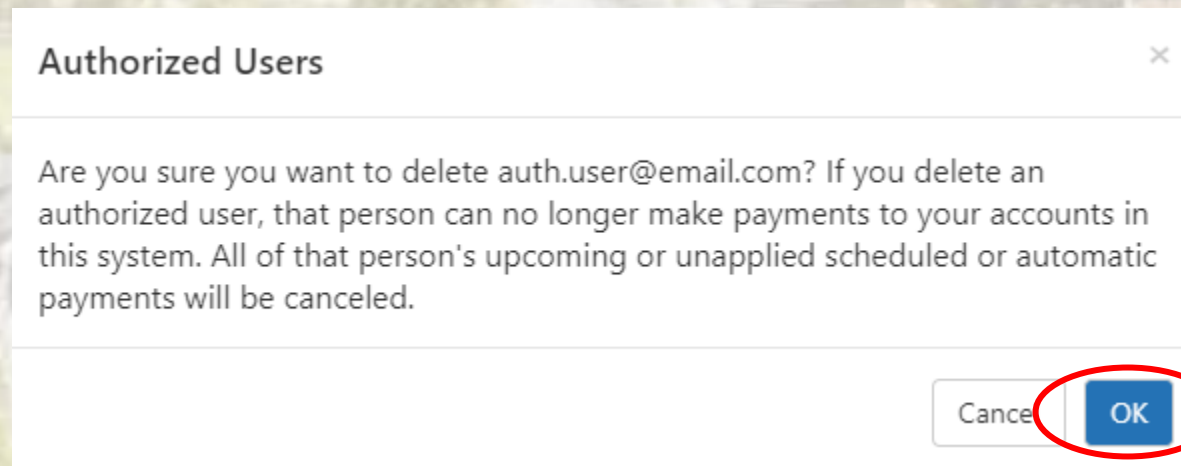
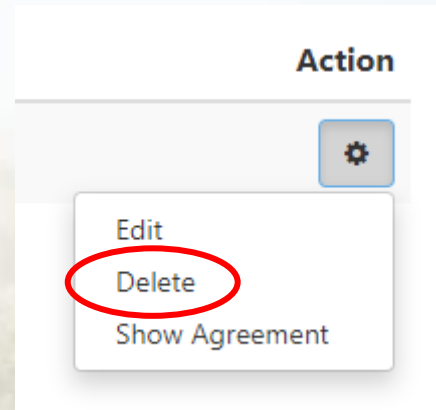
Full name

Email address auth.user@email.com

Would you like to allow this person to view your billing statement? Yes No

Would you like to allow this person to view your payment history? Yes No

To delete your authorized user, select **Delete**. A window will open confirming whether you want to delete the authorized user. Click **OK** to confirm. You will then see a confirmation of the deletion.



To add an additional user, click **Add Authorized User**. Then repeat steps 4 and 5 to add a new user

Authorized Users

Thank you. We have sent an e-mail to auth.user@email.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

Authorized Users

Add Authorized User

Full name

Email address

Action

auth.user@email.com



Thank you for setting up an authorized user. If you have any questions about this process, please contact the Registrar's Office at 435-797-1116 or registrar@usu.edu

When you have finished using the TouchNet online payment system, please **Logout** to protect your information