

SETTING UP AN AUTHORIZED USER

Via Access

Begin at: WWW.USU.EDU/MYUSU

Click **Login to TouchNet (payment system)** located on the bottom left had side of the screen.

myUSU BETA
connecting you to campus

A-number

Password

[I cannot access my account](#)

Login

MyUSU gives you one-click access to:

- Agglemail
- Canvas
- USU Card Office
- Banner Access
- Student services
- Career Aggie
- Campus News & Information

Not a currently enrolled USU student?
[Click here for Banner Access](#)
[Touchnet Payment System](#)

Step 1

Log Into Pay Path Using your A-number and strong password as used to log into Access.

Click, **Login Now.**

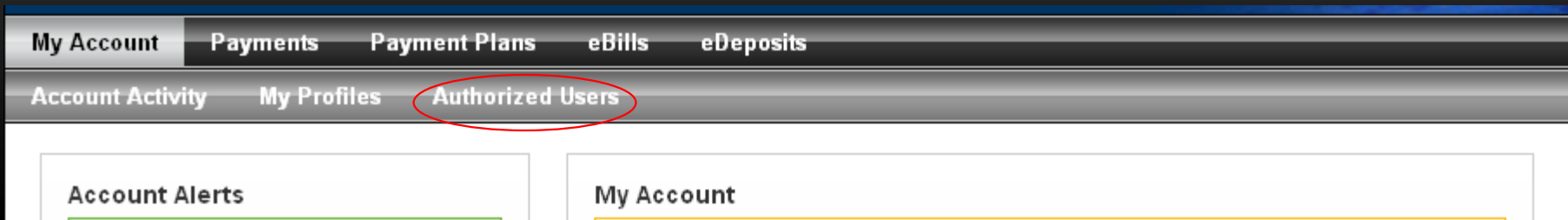
Students and Staff

*Indicates required information

*A-number:

*Password:

Login



Step 3

Read the information on the screen, then add the E-mail of the person you want to set up as an Authorized User. You can also choose what information they have access to. When you are done, click **Continue**

Authorized Users

From this page, 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.

▼ Add Authorized User

E-mail address of the authorized user: →

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

Would you like to allow this person to view your 1098-T tax statement? Yes No

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

Step 5

Read the disclaimer, click **I Agree**, then click **Continue** to proceed.

Agreement to Add Authorized User ✕


I hereby authorize **Utah State University** to grant auth.user@company.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 Friday, October 4, 2013.

For fraud detection purposes, your internet address has been logged:
129.123.114.156 at 10/4/13 3:47:30 PM CDT

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 receive a confirmation that you have set up an authorized user. You will see the user's email address. To make changes or delete the Authorized User, click the "Edit" or "Delete" button to the right of the "Current Authorized User". To add an additional user, click the "Add an Authorized User" button, and repeat steps 4 and 5.

Authorized Users

Thank you. We have sent an e-mail to auth.user@company.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. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, 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.

▼ Current Authorized Users

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full Name	E-mail Address	Action
	auth.user@company.com	 Edit Delete

▶ [Add Authorized User](#)

To Edit your Authorized Users' information, click on the "Edit" button underneath "Actions". This will allow you to change the Options section only. After you have made your changes, click Update User. To Delete an Authorized User, click the "Delete" underneath "Actions".

Edit Authorized User ×

Full name:

E-mail address: auth.user@company.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 1098-T tax statement? Yes No

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

Once you have updated the **Options** section you will receive an email notification of this action.

Authorized Users

Updated settings for authorized user

From this page, 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.

▼ **Current Authorized Users**

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full Name	E-mail Address	Action
	auth.user@company.com	Edit Delete

► **Add Authorized User**

When you delete an Authorized User you will receive an e-mail notification and will have the opportunity to add a new Authorized User.

Authorized Users

Thank you. The authorized user has been removed.

From this page, 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.

▼ **Add Authorized User**

E-mail address of the authorized user:

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

Would you like to allow this person to view your 1098-T tax statement? Yes No

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

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 are finished using the online payment system, please “**Log Out**” to protect your information.