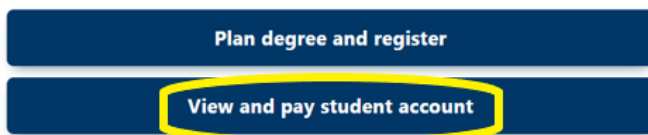# JOHN BROWN UNIVERSITY

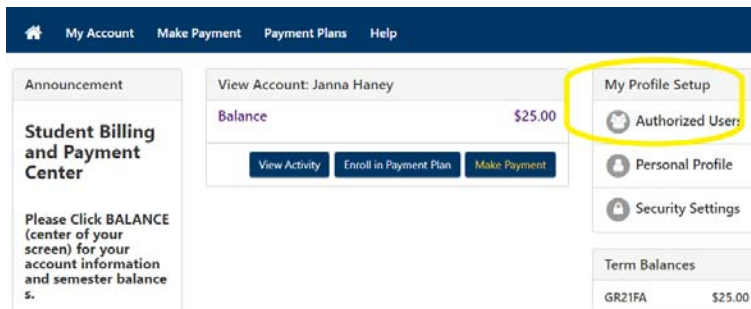## Authorized User Instructions

1. Student logs into EagleNet.

2. Click the *View and Pay Student Account* widget.

3. Click *Authorized User.*

4. Enter the email address of your Authorized User (AU).

5. Select *Yes* if your AU should be allowed to view your payment history and account activity. If *No* is selected, the Authorized User will have payment only access.

6. Click *Continue.*

7. Your Authorized User will receive 2 emails with login information.