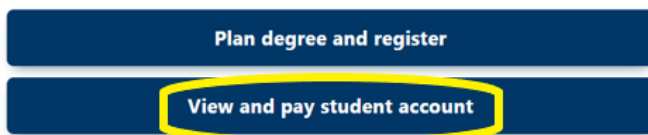


## Authorized User Instructions

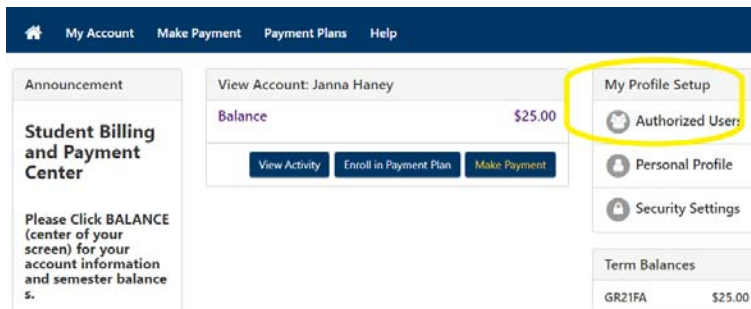
1. Student logs into EagleNet.



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



3. Click *Authorized User*.



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

**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 payment history and account activity?  Yes  No

[Cancel](#) [Continue](#)

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.