

## Authorized User Instructions

As an Authorized User, you will be able to view billing statements and tax forms with your own login information. You will receive email notifications at the same time as the student.

Please note that authorized users DO NOT have access to a student's stored payment methods, academic records, or other personal information.

Authorized users WILL be able to view billing statements, view and print the student's 1098-T tax statement, and/or view payment history and account activity.

To add an authorized user to their account, the student must follow these steps:

Log in to myCampus and click the following links:

- Self Service Tab
- Student
- Student Records
- myBill
- Authorized Users Tab

You will need to know the **Authorized User's email** for the next step. Complete the form on the Authorized Users page, then click "continue." Finally, accept the terms and conditions and the process will be complete.

**NOTE:** Students may also remove an Authorized User at any time. The Treasurer's Office has no control over the access.

If you have any questions, feel free to contact the Treasurer's Office.