

[Third Party Billing & Tuition](#)

[Assistance](#) sponsored payments.

To add an Authorized User:

1. Go to the [Current Students Launchpad](#)
2. Log in through the Paws link
3. Select the Student tab
4. Select the Payment/Account Information link
5. Click on the Make a Payment button
6. If the next screen says "If redirection fails, click on the bill payment button", go ahead and click on Bill Payment . This will take you to your Student Account Center.
7. Select the Authorized Users tab at the top of the Student Account Center homepage
8. Click on the Add an Authorized User button
9. Enter the email address of the intended Authorized User (the person being added as an Authorized User will receive 2 emails: the 1st with a password and the 2nd with the authorized user web address)
10. Select what information the Authorized User will be able to view
11. Click on the I Agree check box and select Continue

Note: Additional authorization is required through the Office of the Registrar for the release of personally identifiable information such as semester grades, academic record, class schedule, current academic standing, and financial information.

Submit an [FERPA Authorization for Release of Information](#) form to the Office of the Registrar for this authorization.