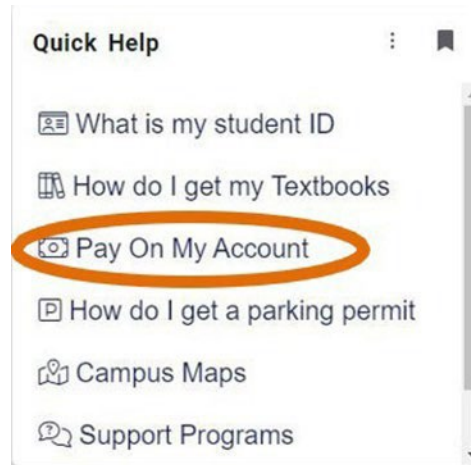


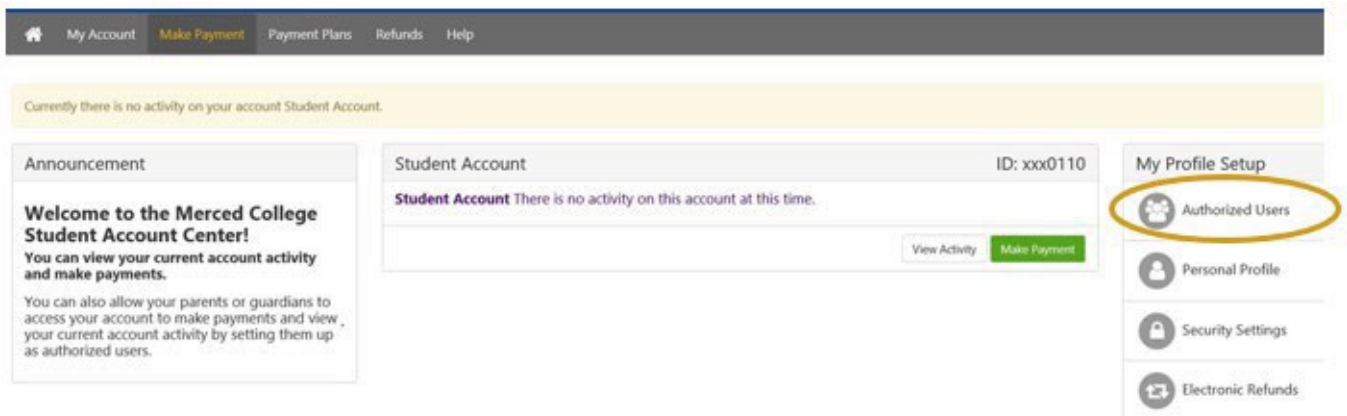
Authorized User Instructions

You have the ability to give others (parents, spouses, employers, etc.) access to your account information. By adding an authorized user, you are providing written consent for an individual to view your account online.

1. Login to the [MC Portal](#).
2. Once in the MC Portal, find the “Quick Help” card.
3. Select “Pay On My Account”.



4. You will be connected to the TouchNet Account Center. Click on “Authorized Users”.



5. Enter the authorized user's email address and answer "Yes" or "No" to the questions listed.

My Account Make Payment Payment Plans Refunds Help

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 billing statement and account activity?
Would you like to allow this person to view your payment history and account activity?

Yes No
 Yes No

Cancel Continue

NOTE: Authorized user access does not replace the need for an Authorization to Release Information Form if the authorized user wants access to your account in-person or over the phone.