

ADDING AN AUTHORIZED USER

MARIETTA COLLEGE

Home eBills Payments Deposits Refunds **Authorized Users** My Profiles

Logged in as:

Authorized Users

From this page, 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.

You don't currently have any authorized users.

Add an Authorized User

Due to FERPA regulations a student must grant others the ability to access his/her account information. This can be done by selecting the **“Authorized Users”** Tab and clicking on [Add an Authorized User](#). You must know the email address of anyone you would like to set-up as an Authorized User, the process is very simple. (See Below)

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Important Billing Information | Ask for Help | Log Out

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Add An Authorized User

E-mail Address of the Authorized User:

Would you like to allow this person to view your billing statement? Yes No

Would you like to allow this person to view your payment history? Yes No

***Important Note:** If you have not added an **Authorized User** to your account you will be the only person that has the ability to receive your eBills and make online payments on your account. As of Fall 2010 Marietta College will no longer be mailing paper statements home.

To set-up a Authorized User enter the email address and answer the two questions listed above, then select [Add User](#). The newly Authorized User will then receive an email with their log-in information.