## SETTING UP AN AUTHORIZED USER

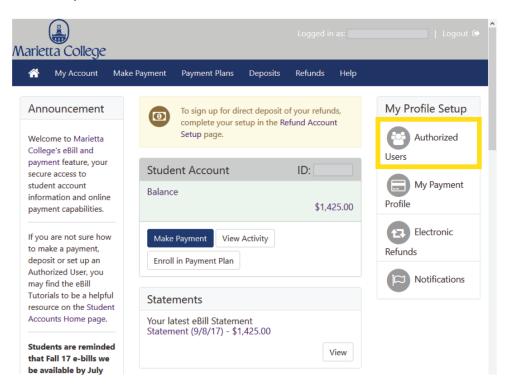
\*IF A STUDENT DOES NOT SET UP AN AUTHORIZED USER, THE STUDENT WILL BE THE ONLY PERSON THAT HAS THE ABILITY TO RECEIVE eBILLS, VIEW THEIR ACCOUNT ONLINE, SET UP PAYMENT PLANS, OR MAKE A PAYMENT ON THEIR ACCOUNT.

Please follow these steps to add an Authorized User to your Student Account.

Log in to your myMarietta account either by clicking the link at the bottom of Marietta College homepage or typing <a href="myMarietta.marietta.edu">myMarietta.marietta.edu</a> into your web browser. Please use either **Firefox** or **Google Chrome** as the site does not load properly in Internet Explorer or Safari.

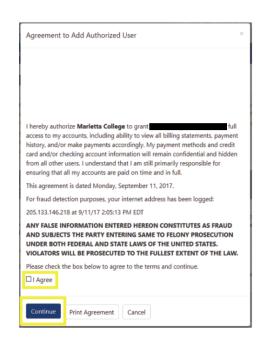
Once logged in, go to WebAdvisor, click WebAdvisor for Students  $\rightarrow$  Student Accounts  $\rightarrow$  View Account/Make a Payment.

This directs you to the page that will allow you to set up an Authorized User. Click Authorized Users under My Profile Setup.



From there you will be able to enter an email address for your Authorized User. Please note: you may add more than one Authorized User. You can allow each Authorized User different access to your account. After entering the email and selecting permissions, click continue.

## **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. Current Authorized Users Add Authorized User E-mail address of the authorized user: Would you like to allow this person to view your billing O No statement and account activity? $\circ_{\,\mathsf{No}}$ Would you like to allow this person to view your 1098-T tax Would you like to allow this person to view your payment history and account activity? Continue Cancel



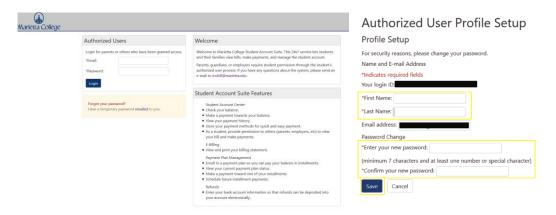
The Agreement to Add Authorized User will popup. Make sure to click **Agree** and **Continue**.

The Authorized User will receive two emails.

The first email informs them that they have been given access to the student's online billing information and provides them with their user ID, which is the email address entered by the student.

The second email provides the link for the Authorized User to log in and provides the Authorized User with a temporary password.

The Authorized User **MUST** click the link to enter their information and set up a new password. To log in the first time, they will use their email address and the temporary password from the email. This prompts them to enter their name and a new password they will remember.



The Authorized User will now receive monthly electronic billing statements and will be able to login to view the student's account at any time by visiting:

https://secure.touchnet.com/C23012 tsa/web/login.jsp