

# 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 [myMarietta.marietta.edu](http://myMarietta.marietta.edu) 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 → Student Accounts → 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.

The screenshot shows the myMarietta student account dashboard. At the top, there is a navigation bar with the Marietta College logo and a 'Logged in as:' field with a 'Logout' link. Below the navigation bar, there are several sections:

- Announcement:** A section with a welcome message and a reminder that students are reminded that Fall 17 e-bills will be available by July.
- Student Account:** A section showing the account ID, balance (\$1,425.00), and buttons for 'Make Payment', 'View Activity', and 'Enroll in Payment Plan'.
- Statements:** A section showing the latest eBill Statement (9/8/17) for \$1,425.00 with a 'View' button.
- My Profile Setup:** A section with a yellow border containing links for 'Authorized Users', 'My Payment Profile', 'Electronic Refunds', and 'Notifications'. The 'Authorized Users' link is highlighted with a yellow box.

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 statement and account activity?  Yes  No

Would you like to allow this person to view your 1098-T tax statement?  Yes  No

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

Agreement to Add Authorized User

I hereby authorize **Marietta College** to grant [redacted] full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Monday, September 11, 2017.

For fraud detection purposes, your internet address has been logged:  
205.133.146.218 at 9/11/17 2:05:13 PM EDT

**ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**

Please check the box below to agree to the terms and continue.

I Agree

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.

Marietta College

Authorized Users

Login for parents or others who have been granted access.

\*Email:

\*Password:

Forgot your password?  
Have a temporary password emailed to you.

Welcome

Welcome to Marietta College Student Account Suite. This 24x7 service lets students and their families view bills, make payments, and manage the student account. Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to [ncbill@marietta.edu](mailto:ncbill@marietta.edu).

Student Account Suite Features

- Student Account Center
  - Check your balance.
  - Make a payment towards your balance.
  - View your payment history.
  - Store your payment methods for quick and easy payment.
  - As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.
- E-Billing
  - View and print your billing statement.
- Payment Plan Management
  - Enroll in a payment plan so you can pay your balance in installments.
  - View your current payment plan status.
  - Make a payment toward one of your installments.
  - Schedule future installment payments.
- Refunds
  - Enter your bank account information so that refunds can be deposited into your account electronically.

## Authorized User Profile Setup

### Profile Setup

For security reasons, please change your password.

#### Name and E-mail Address

\*Indicates required fields

Your login ID: [redacted]

\*First Name:

\*Last Name:

Email address: [redacted]

#### Password Change

\*Enter your new password:

(minimum 7 characters and at least one number or special character)

\*Confirm your new password:

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](https://secure.touchnet.com/C23012_tsa/web/login.jsp)