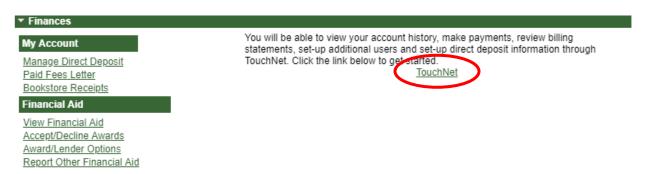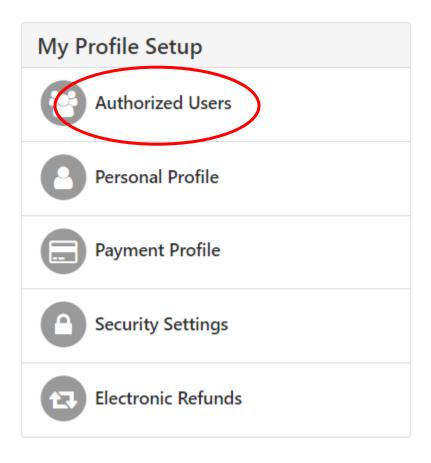## Authorized User Access:

To set-up Access for Additional users to view billing statements, make payments, and view your 1098-T's complete the steps below.

Log-in to Joe'SS using you user ID and password. Navigate to Self Service > Student Center. Under the Finance section select the TouchNet link.

You will be re-directed to the secure auth webpage, reenter your user name and password to continue to TouchNet. **Make sure you are allowing Pop-ups to continue to TouchNet.**

From the TouchNet homepage select Authorized users from the "My Profile Setup" column.

Select the "Add Authorized User" tab and enter the email address of the user you are granting access to. Select the radio button next to the permissions you are granting access for and select continue.

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

Cancel   Continue

An agreement window will pop up after selecting continue. You need to check mark the box that says "I agree" to continue. You can print the agreement from this window, or later in your TouchNet account. If you do not agree you can cancel setting up the authorized user. You should now be able to see the authorized user set-up on you Authorized Users tab. Instructions will be emailed to the email address you entered for the authorized user to complete set-up.