Instructions for Setting Up an Authorized User

1. Log in to <u>CampusConnection</u> > Financial Account tile



2. Click on "Pay Online Now" this will redirect you to our TouchNet Bill Payment System and click "Pay Online Now" again

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3. Choose "Authorized Users"



4. In the "Add an Authorized User" box enter your authorized user's email address and answer the two questions then click "Continue"

ORTH	DAKOTA TY SYSTEM	Logged in as:	Logout
	Authorized Users		
	Authorized User Add Authorized User		
	You can give others (parents, employen, etc.) the ability to acce- compleance with the Family Educational Fights and Privacy Act and francial exects may not be alreed with a firled part without yo authorized user is your written consert that an individual may ur- and make payments on your behalt. Please note that authorized your stored payment oneshing, academic records, or other perso	ss your account information. In of 1974 (FERPA), your student pervision on the student aw your account information users DO NOT have access to onal information.	
	Email address of the authorized user	willewildcat@gmail.com	
	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	
		Cancel Continue	

5. In the pop-up, click "I Agree" then "Continue"



 The Authorized User will receive two emails, one with their username and the other with their temporary password. The Authorized User will log in at <u>www.ndscs.edu/campusconnection</u> > Guest Page > Authorized User.....

