Why do I need an authorized user?

• Becoming an authorized user will allow your parents or guardian to be able to make payments on your account.

• Becoming an authorized user will allow someone in the Bursar’s office to speak to your parent or guardian about your account. Due to federal FERPA Privacy laws we cannot give anyone information on your account without your permission.

• Becoming an authorized user will allow access to all emails from the Bursar’s office about statements, payment plans, and tax forms.
To Begin log into Ulink as usual
Go to the Tuition and Aid Tab
Click on View your statement or pay your bill.
From the Home page in the Statement and Payment Center you can setup parents or guardians as authorized users.
Click on the Authorized User tab on the right
Enter the authorized user’s email address and answer all three questions as to how much access you want your authorized user to have. Then click Continue to proceed.

E-mail address of the authorized user: abc@yahoo.com

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
The Agreement to Add Authorized User page will pop up.

Check the box next to I Agree and click Continue.
Each user will appear on your Authorized Users page.

You may add 5 authorized users to your account.

Authorized users can be edited or deleted at any time by clicking Edit or Delete.

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**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**

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person’s upcoming or unapplied scheduled or automatic payments will be canceled.

<table>
<thead>
<tr>
<th>Full name:</th>
<th>Email address:</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:kgv...@yahoo.com">kgv...@yahoo.com</a></td>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>

**Add Authorized User**
The authorized user will receive two emails. (1) will have the link to the Touchnet login page  (2) will have a temporary password.
This is an example of the first email your authorized user will receive with the link to log into the student’s account.

https://secure.touchnet.net/C22198_tsa/web/login.jsp

Access Information:
Student Name: [Masked]
Password: [Masked]

If you have any questions regarding your statement, please contact the Student Cashier Center at (337) 482-6385 or email bursar@louisiana.edu. For financial aid questions, call (337) 482-6506 or email at finaid@louisiana.edu. For Housing questions, call (337) 482-6471 or email at oncampusliving@louisiana.edu.

This is an example of the second email your authorized user will receive with a temporary password.

Password: [uqharwpdch]

If you have any questions regarding your statement, please contact the Student Cashier Center at (337) 482-6385 or email bursar@louisiana.edu. For financial aid questions, call (337) 482-6506 or email at finaid@louisiana.edu. For Housing questions, call (337) 482-6471 or email at oncampusliving@louisiana.edu.

Your authorized user may be an authorized user on another student’s account as well as yours.
Enter email address and password

Then click the Login button

Welcome to University of Louisiana at Lafayette Student Account Suite. This site is a 24x7 service offered to students and their families for making payments and managing their student account.

Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to bursar@louisiana.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 make payments.

- 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.
The authorized user’s profile must be setup

Enter all information with an * next to it

Change your password

You can enter an alternate email address if you choose

Click Save
If you are an authorized user for more than one student, they will all appear on your screen.

You may make a payment to all of their records at once or one at a time.

Double click the student’s name that you would like to pay.
This will take you back to the Statement and Payment Center

<table>
<thead>
<tr>
<th>Announcement</th>
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</thead>
<tbody>
<tr>
<td>Welcome to the University of Louisiana at Lafayette! For more information on payment plans, please click the link: Payment Plans</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: xxxxx</td>
</tr>
<tr>
<td>Balance</td>
</tr>
<tr>
<td>Estimated Financial Aid</td>
</tr>
<tr>
<td>Balance Including Estimated Aid</td>
</tr>
</tbody>
</table>

| Make Payment | View Activity | Enroll in Payment Plan |

<table>
<thead>
<tr>
<th>Statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your latest eBill Statement</td>
</tr>
<tr>
<td>Statement (3/15/17) - $0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
</tr>
<tr>
<td>Summer 2017</td>
</tr>
</tbody>
</table>
I forgot my password or I never received a password
Go to the Touchnet website

https://secure.touchnet.net/C22198_tsa/web/login.jsp
Click on the link **emailed**
An email will be sent to you with a temporary password.

From: touchnet@louisiana.edu
Date: September 5, 2017 at 10:46:33 AM CDT
To: CH____________@YAHOO.COM
Subject: Your password request

This is an automated message generated in your request providing you with a temporary password. You will be required to create a new password upon logging in.

Password --- [ cmvutpkbu ]

If you have any questions regarding your statement, please contact the University of Louisiana at Lafayette - Student Cashier Center at (337)482-6385, email us at bursar@louisiana.edu, or visit our office in the UL Lafayette Student Union, Room 135 on McKinley Street. For financial aid questions, please call (337)482-6506 or email finaid@louisiana.edu. For Housing questions, please call (337)482-6471 or email oncampusliving@louisiana.edu.

Thank you and have a Great semester!!
Complete all empty fields and hit save
I entered my password incorrectly and I’m locked out
The system will lock you out after 3 incorrect passwords

Wait about a hour and try again. The system will reset itself.
THE END