Why do I need an authorized user?

• Due to FERPA, federal privacy laws, we cannot give anyone information related to your account without your permission.

• An authorized user has your permission to speak to someone in the Bursar’s office about your account on your behalf.

• An authorized user can make payments on your account without using your ULink account and password.

• You can give an authorized user permission to receive emails from the Bursar’s office about:
  • Statements
  • Payment Plan
  • Tax forms
Set up Authorized User

- Ulink
- Tuition and Aid
- View your statement or pay your bill

[Image of ULINK webpage]

- Tuition & Statement of Account
  - View your statement or pay your bill
  - View 1098T Tax Form

- Financial Aid & Scholarship Info
  - Scholarships available for current students
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.
The Agreement to Add Authorized User page will pop up so make sure you enable Popups.

Check the box next to I Agree then 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.
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.

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message. Please click the link to log into your account.

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

===== ACCESS INFORMATION =====
Student Name --- [ Christie Boutte ]
Password --- [ Please use existing password. ]
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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.

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

Password --- [ ugharupdcn ]

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 your email address and temporary password then click the Login button

Welcome to the Statement & Payment Center!

If you need assistance, we have PowerPoint presentations and a Get Help button with frequently asked questions on our website.

https://bursar.louisiana.edu

Holds for Non-payment will be placed on student accounts starting on September 7th.
The authorized user’s profile must be setup

Enter all information with an * next to it

Enter your new 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 at the same time or one at a time.

If you want to pay just one, double click the student’s name you would like to pay.

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**Student Account**

Profile changes were saved.

**Select Student Account**

You are authorized to view billing information for more than one student. Please select a student by clicking on the name. You can change your selection later from the 'Select Student' tab.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UL ID</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christie Boutte</td>
<td>C00123456</td>
<td><a href="mailto:christie1@Louisiana.edu">christie1@Louisiana.edu</a></td>
</tr>
<tr>
<td>Karen Viator</td>
<td>C00555255</td>
<td><a href="mailto:karen3@Louisiana.edu">karen3@Louisiana.edu</a></td>
</tr>
<tr>
<td>Sally York</td>
<td>C00998245</td>
<td><a href="mailto:sally@Louisiana.edu">sally@Louisiana.edu</a></td>
</tr>
</tbody>
</table>

Pay All
This will take you to the student’s statement and Payment Center. Click either Make Payment or Enroll in Payment Plan.
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 Forgot Password link and a temporary password will be emailed to you.
I entered my password incorrectly and I’m locked out
The system will lock you out after 5 incorrect passwords.

The system will reset itself in a little over an hour so you can try again.
THE END