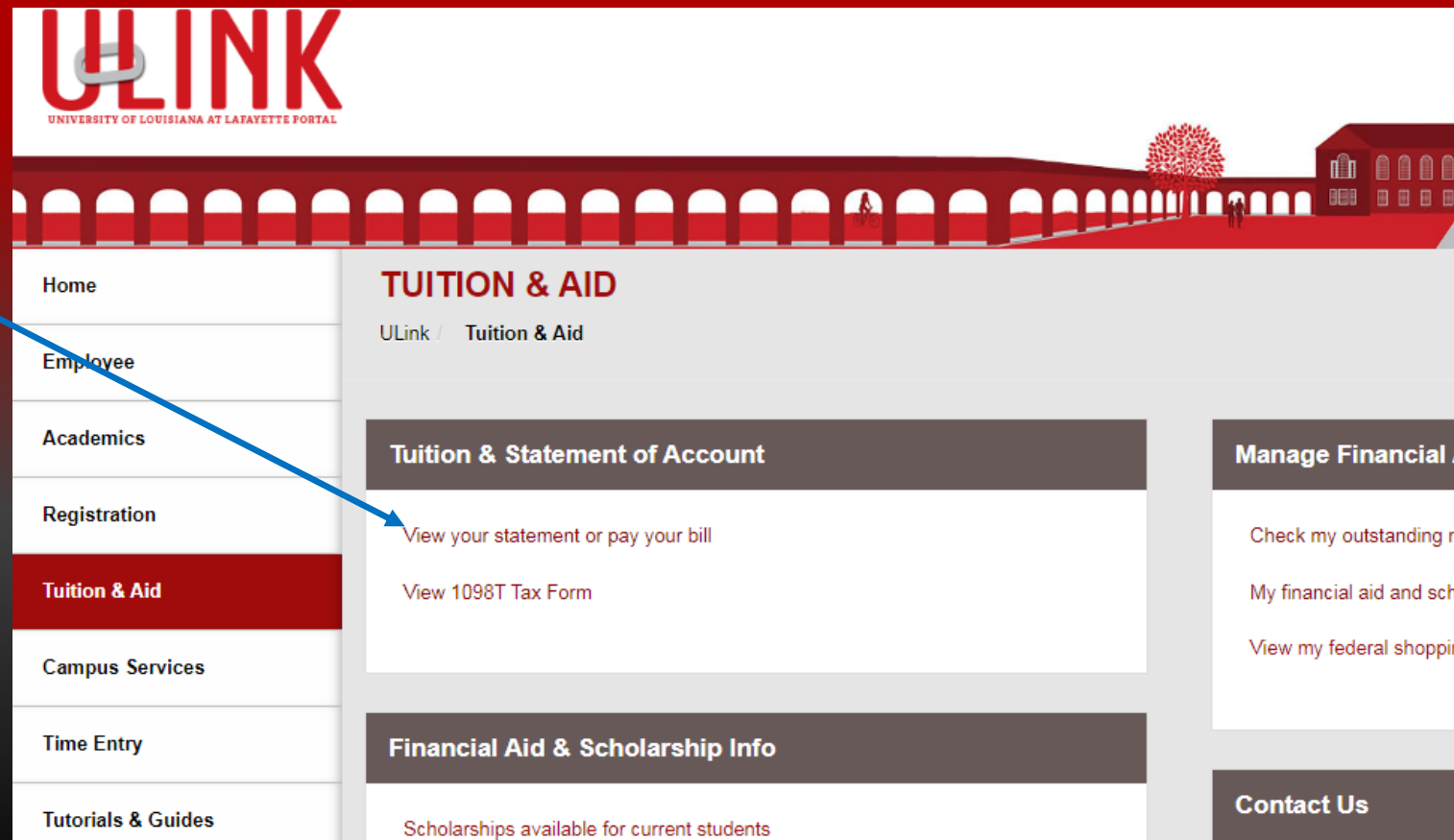


# Why do I need an authorized user?

- 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



The screenshot displays the ULink portal interface. At the top left is the ULink logo with the text "UNIVERSITY OF LOUISIANA AT LAFAYETTE PORTAL". Below the logo is a navigation menu with the following items: Home, Employee, Academics, Registration, Tuition & Aid (highlighted in red), Campus Services, Time Entry, and Tutorials & Guides. The main content area is titled "TUITION & AID" and includes a breadcrumb "ULink / Tuition & Aid". Under the "Tuition & Statement of Account" section, there are two links: "View your statement or pay your bill" and "View 1098T Tax Form". A blue arrow points from the text "View your statement or pay your bill" in the list on the left to this link in the screenshot. Below this is the "Financial Aid & Scholarship Info" section with the text "Scholarships available for current students". On the right side, there is a "Manage Financial" section with links for "Check my outstanding re...", "My financial aid and sch...", and "View my federal shopping". At the bottom right is a "Contact Us" button.

Click on the Authorized User tab on the right

UNIVERSITY OF LOUISIANA LAFAYETTE

Statement & Payment Center

Logged in as [ ] | Logout

My Account Make Payment Payment Plans Deposits Help

**Announcement**

Welcome to the University of Louisiana at Lafayette!! For More information on payment plans, please click the link. [Payment Plans](#)

**Student Account** ID: xxxxx

Balance	\$9,036.27
Estimated Financial Aid	\$4,700.00
Balance Including Estimated Aid	\$4,336.27

[Make Payment](#) [View Activity](#) [Enroll in Payment Plan](#)

**Statements**

Your latest eBill Statement [View](#)  
Statement (3/15/17) - \$0.00


**Term Balances**

Fall 2017	\$5,500.00
Summer 2017	-\$1,163.73

**My Profile Setup**

- [Authorized Users](#)
- [My Payment Profile](#)
- [Notifications](#)

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.



UNIVERSITY OF  
**LOUISIANA**  
LAFAYETTE

Statement & Payment Center

Logged in as:  | Logout [↗](#)

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Help](#) [My Profile](#)

## 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.

▼ 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

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.

### Agreement to Add Authorized User ✕

The e-mail address you provided already exists in our system and is registered to Karen Viator. This indicates that Karen Viator was or may still be a registered user in our system. Please ensure that this is the person to whom you wish to give access. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **University of Louisiana at Lafayette** to grant k2852@yahoo.com 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 Thursday, June 22, 2017.

For fraud detection purposes, your internet address has been logged:  
130.70.0.34 at 6/22/17 11:13:11 AM CDT

**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

[Continue](#) [Print Agreement](#) [Cancel](#)

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

My Account Make Payment Payment Plans Deposits Help My Profile

## 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.

Full name:	Email address:	Action
John Q. Public	k2852@yahoo.com	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Show Agreement</a>

▶ 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.

```
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. ]
=====
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 --- [ 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 your email address and temporary password  
then click the Login button



## Statement & Payment Center

This is for Authorized Users Only.

[Forgot Password](#)

[Login](#)

After 5 failed attempts, you will be locked out of your account. If this happens, please log off, wait an hour, and then reset your password.

## 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.





### Authorized User Profile Setup

#### Profile Setup

For security reasons, please change your password.

#### Name and E-mail Address

**\*\*Indicates required fields**

Your login ID: k5298@gmail.com

\*First Name:

\*Last Name:

E-mail address:

Alternate e-mail address:

#### Password Change

\*Enter your new password:  
(minimum 7 characters and at least one number or special character)

\*Confirm your new password:

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



## 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.

Student Name	UL ID	E-mail Address
<a href="#">Christie Boutte</a>	C00123456	christie1@Louisiana.edu
<a href="#">Karen Viator</a>	C00555255	karen3@Louisiana.edu
<a href="#">Sally York</a>	C00998245	sally@Louisiana.edu

[Pay All](#)

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.

This will take you to the student's statement and Payment Center.  
Click either Make Payment or Enroll in Payment Plan.

The screenshot shows the 'Statement & Payment Center' interface for the University of Louisiana at Lafayette. The header includes the university logo and name, the page title 'Statement & Payment Center', and a 'Logged in as:' section with a 'Logout' link. A navigation bar contains links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', and 'Help'. The main content area is divided into three columns: 'Announcement', 'Student Account', and 'My Profile Setup'. The 'Student Account' section displays the account ID as 'xxxxx' and a table of balances: Balance (\$9,036.27), Estimated Financial Aid (\$4,700.00), and Balance Including Estimated Aid (\$4,336.27). Below the table are buttons for 'Make Payment', 'View Activity', and 'Enroll in Payment Plan'. The 'Statements' section shows the latest eBill Statement (3/15/17) for \$0.00 with a 'View' button. The 'Term Balances' section shows a table with two rows: Fall 2017 (\$5,500.00) and Summer 2017 (-\$1,163.73). The 'My Profile Setup' section includes links for 'Authorized Users', 'My Payment Profile', and 'Notifications'.

**Announcement**

Welcome to the University of Louisiana at Lafayette!! For More information on payment plans, please click the link. [Payment Plans](#)

**Student Account** ID: xxxxx

Balance	\$9,036.27
Estimated Financial Aid	\$4,700.00
Balance Including Estimated Aid	\$4,336.27

[Make Payment](#) [View Activity](#) [Enroll in Payment Plan](#)

**Statements**

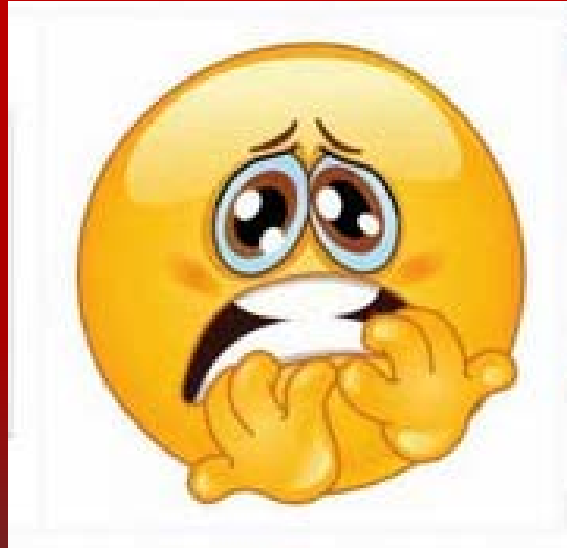
Your latest eBill Statement Statement (3/15/17) - \$0.00 [View](#)

**Term Balances**

Fall 2017	\$5,500.00
Summer 2017	-\$1,163.73

**My Profile Setup**

- [Authorized Users](#)
- [My Payment Profile](#)
- [Notifications](#)

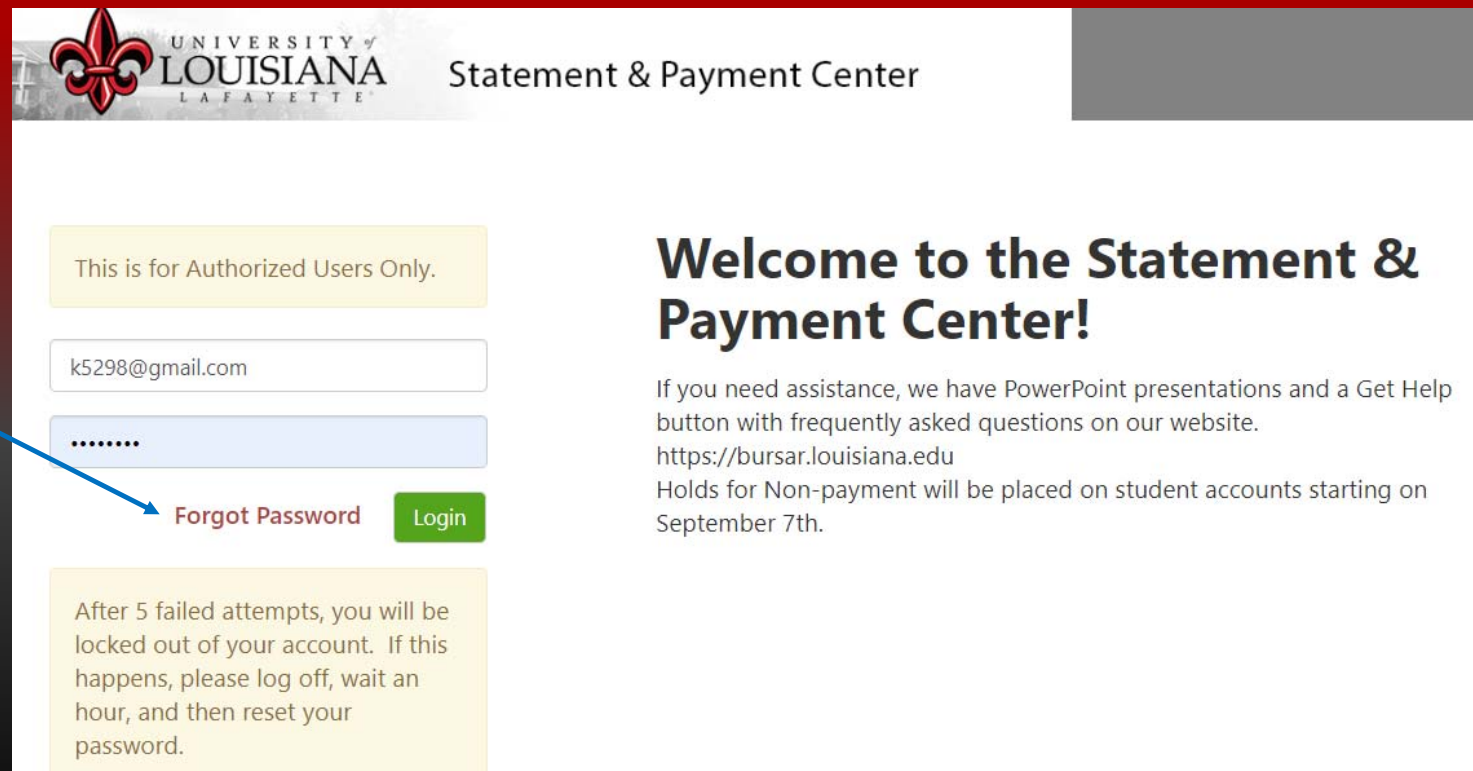


I forgot my password or I never  
received a password

# Go to the Touchnet website

[https://secure.touchnet.net/C22198\\_tsa/web/login.jsp](https://secure.touchnet.net/C22198_tsa/web/login.jsp)

Click on the  
Forgot Password  
link and a  
temporary  
password will be  
emailed to you.



The screenshot shows the login page for the University of Louisiana Lafayette's Statement & Payment Center. At the top left is the university's logo and name. To the right of the logo is the text "Statement & Payment Center". Below the logo is a yellow box with the text "This is for Authorized Users Only." Below this is a login form with two input fields: the first contains the email address "k5298@gmail.com" and the second contains a masked password ".....". Below the password field are two buttons: "Forgot Password" and "Login". A blue arrow points from the "Forgot Password" button to the text on the left. Below the login form is another yellow box with the text: "After 5 failed attempts, you will be locked out of your account. If this happens, please log off, wait an hour, and then reset your password." To the right of the login form is a section titled "Welcome to the Statement & Payment Center!" followed by a paragraph of text: "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."



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