

An authorized user can make payments on your account by logging on with their own username and password.

Click on the **Authorized Users** tab to add an authorized user.

Bursar Website | Ask for Help | Log Out
Logged In as: [REDACTED]

UNIVERSITY OF LOUISIANA
L A F A Y E T T E

Statement & Payment Center

My Account | Payments | Payment Plans

Account Activity | Personal Profile | Payment Methods | **Authorized Users**

Account Alerts

No alerts at this time.

Announcements

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

My Account

Current Account Status

Student Account
Balance: **\$14,269.10**

[Make a Payment](#) | [View Account Activity](#)

Enter the authorized user's email address and click Yes or No for the authorized user to view your payment history. Then click **Continue** to proceed.

Bursar Website | Ask for Help | Log Out
Logged in as: [redacted]

UNIVERSITY OF LOUISIANA LAFAYETTE
Statement & Payment Center

My Account | Payments | Payment Plans
Account Activity | Personal Profile | Payment Methods | Authorized Users

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 payment history and account activity? Yes No

Continue **Cancel**

The Agreement to Add an Authorized User page will pop up.

Check the box next to I Agree and click the **Continue** button. You may also Print your agreement by clicking the **Print Agreement** button

My Account Payments Payment Plans

Account Activity Personal Profile Payment Methods Agreements Authorized Users

Authorized Users

Agreement to Add Authorized User ✕

The e-mail address you provided (cmb5759@louisiana.edu) already exists in our system, however we have no record of that person's name. This indicates that the person to whom the e-mail address belongs was or may still be a registered user in our system. Please ensure that the e-mail address you provided is correct. 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 cmb5759@louisiana.edu partial access to my accounts, including ability to view my payment history and/or make payments accordingly. My payment methods, billing statements, 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 Monday, June 27, 2016.

For fraud detection purposes, your internet address has been logged:
130.70.241.42 at 6/27/16 4:52:28 PM 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

Print Agreement **Continue** **Cancel**

Authorized users can be edited or deleted at any time by clicking the **Edit** or **Delete** buttons

You may add 5 authorized users to your account

Each user will appear on your **Authorized Users** page

The screenshot shows the 'Statement & Payment Center' for the University of Louisiana Lafayette. The page has a navigation menu with options: My Account, Payments, Payment Plans, Account Activity, Personal Profile, Payment Methods, and Authorized Users. The 'Authorized Users' section is active. It contains a yellow notification box stating: 'Thank you. We have sent an e-mail notification to this person (Note: Authorized users have their own login ID's and passwords)'. Below this is a dashed box with a disclaimer: '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.' Underneath is a section titled 'Current Authorized Users' with a warning: 'When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled payments by that person that have not already been applied will be cancelled.' A table lists one authorized user: Raven Francis, with an empty input field for the email address and action buttons for 'Edit | Delete | Show Agreement'. At the bottom is a button to 'Add Authorized User'.

Bursar Website | Ask for Help | Log Out
Logged In as: [redacted]

UNIVERSITY of LOUISIANA LAFAYETTE

Statement & Payment Center

My Account | Payments | Payment Plans

Account Activity | Personal Profile | Payment Methods | **Authorized Users**

Authorized Users

Thank you. We have sent an e-mail notification to this person
(Note: Authorized users have their own login ID's and passwords)

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▼ Current Authorized Users


When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled payments by that person that have not already been applied will be cancelled.

Full name:	E-mail address:	Action
Raven Francis	<input type="text"/>	Edit Delete Show Agreement

► Add Authorized User

Your authorized user has been added. The authorized user will receive two emails. One email will have the link to Touchnet login and the other will have a temporary password.

Bursar Website | Ask for Help | Log Out
Logged in as: [REDACTED]



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My Account | Payments | Payment Plans

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▼ **Current Authorized Users**

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled payments by that person that have not already been applied will be cancelled.

Full name:	E-mail address:	Action
Karen Viator	k.viator@gmail.com	Edit Delete Show Agreement

► **Add Authorized User**

This is a copy of the email your authorized user will receive. Your authorized user may be an authorized user on another student's account as well as yours.

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://test.secure.touchnet.net:8443/C22198test_tsa/web/login.jsp

===== ACCESS INFORMATION =====

Student Name --- [REDACTED]

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.

The authorized user must use this login to view their student's account.

Enter the authorized user's email address and password sent by Touchnet.

If the authorized user has forgotten their password, click the **e-mailed**

link and a temporary one will be assigned to you.

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?

Have a temporary password **e-mailed** to you.

Welcome

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.

An email will be sent to your authorized user with a temporary password,
to return to the login page click [Return to Login Page](#)



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E-mail Confirmation

Thank you, we have sent an e-mail to with a temporary password.

[Return to Login Page](#)

The authorized user's temporary password will appear in an email like this one, copy your temporary password into the Touchnet payment system

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 --- [ugharwpdch]

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.

Enter email and
password and
click the **Login**
button

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?
Have a temporary password
e-mailed to you.

Welcome

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.

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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**



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Authorized User Profile Setup

Profile Setup

For security reasons, please change your password.

Name and E-mail Address

****Indicates required fields**

Your login ID:

*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:

Save

Cancel



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
Christie Boutte	C0016 <input type="checkbox"/>	
Karen Viator	C0015 <input type="checkbox"/>	
Sally York	C0018 <input type="checkbox"/>	

[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 of their records at once or one at a time.

Double click the student's name that you would like to pay.



- My Account
- Payments
- Payment Plans
- Account Activity
- Personal Profile
- Payment Methods
- Select Student

Account Alerts

No alerts at this time.

Announcements

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

My Account

Current Account Status

Student Account	
Balance:	\$22,227.25
Payment Plans	
Fall 2016 Pay Plan	\$14,696.00
Other Charges	
Not Included in Plan:	\$7,531.25

[Make a Payment](#) [View Account Activity](#)

Term Balances

Fall 2016	Covered by plan
Spring 2016	\$7,531.25

The authorized user can now view the account and make payments.

See [How to Make a Payment](#) and [View Student Activity](#) slides for more details

THE END