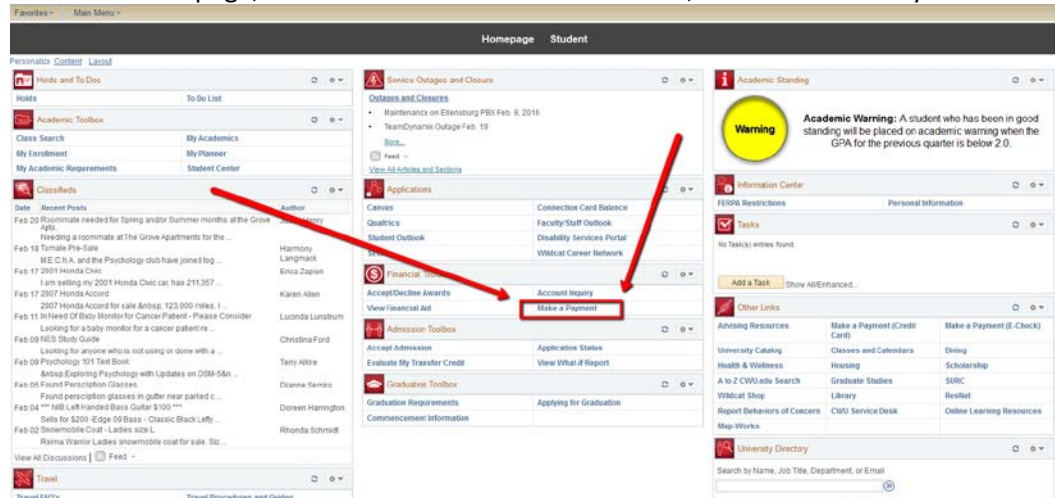
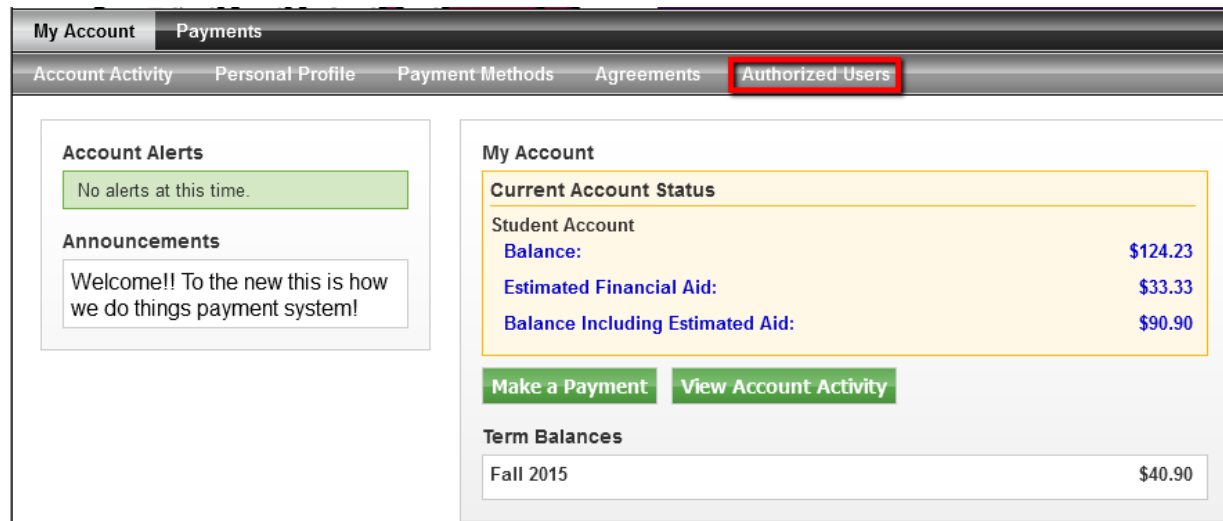


# How to assign a guest user from MyCWU

1. From your MyCWU account:
  - a. From the homepage, in the Financial Aid Toolbox section, select 'Make A Payment'



- b. Select 'Authorized Users'



- c. Click on the 'Add Authorized User' dropdown, enter the email address and select whether you would like the authorized user to be able to view your payment history and

account activity.

The screenshot shows the 'Authorized Users' page. At the top, there is a navigation bar with 'My Account' and 'Payments' selected. Below that, a secondary navigation bar includes 'Account Activity', 'Personal Profile', 'Payment Methods', 'Agreements', and 'Authorized Users'. The main content area is titled 'Authorized Users' and contains a yellow message box: 'Thank you. The authorized user has been removed.' 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.' The 'Add Authorized User' section is expanded, showing a form with the following fields: 'E-mail address of the authorized user:' with a text input field containing a redacted email address followed by '@cwu.edu'; 'Would you like to allow this person to view your payment history and account activity?' with radio buttons for 'Yes' (selected) and 'No'; and two buttons at the bottom: 'Continue' and 'Cancel'.

d. Select the 'I agree' checkbox to agree to the terms. Then select 'Continue'.

The screenshot shows a dialog box titled 'Agreement to Add Authorized User'. It contains a yellow message box: 'The e-mail address you provided already exists in our system and is registered to [redacted]. This indicates that [redacted] 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.' Below this is a paragraph of text: 'I hereby authorize Central Washington University to grant [redacted] 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 is followed by: 'This agreement is dated Friday, April 22, 2016. For fraud detection purposes, your internet address has been logged: [redacted] at 4/22/16 11:00:50 AM PDT'. A bolded warning states: '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.' Below the warning is the text: 'Please check the box below to agree to the terms and continue.' There is a checkbox labeled 'I Agree' which is currently unchecked. At the bottom of the dialog are three buttons: 'Print Agreement', 'Continue', and 'Cancel'.

e. The owner of the email address that you are authorizing will be sent two emails. One contains the username, the other contains their temporary password. When they select

the link, they will be taken to TouchNet, where they will enter their username and temporary password.

**Students and Staff**

**\*Indicates required information**

\*University ID:

\*Password:

**Login**

**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 Central Washington University Student Account Suite. This site is a 24x7 service offered to students and their families for making payments and managing their student account.

Students and staff may log in using their University ID and Password. 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 [sfs@cwu.edu](mailto:sfs@cwu.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.

f. They will then enter a new password and retype the password. Then select 'Save'.

**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**

- g. They will be directed to the account that they are an authorized user on. From here they can make a payment or view account history (if they were given permission earlier).

**My Account** | **Payments**

Account Activity | Personal Profile | Payment Methods | Select Student

**Profile changes were saved.**

**Account Alerts**

No alerts at this time.

**Announcements**

Welcome!! To the new this is how we do things payment system!

**My Account**

**Current Account Status**

Student Account	
<b>Balance:</b>	<b>\$124.23</b>
<b>Estimated Financial Aid:</b>	<b>\$33.33</b>
<b>Balance Including Estimated Aid:</b>	<b>\$90.90</b>

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

**Term Balances**

Fall 2015	\$40.90
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