How to assign an authorized user from MyCWU

1. From your MyCWU account:
   a. Navigate through the following: Main Menu > Campus Solutions > Self Service > Campus Finances > Make a Payment
   b. On this page click “Authorized Users”

2. It will take you to the following page where you then click “Add Authorized User”
3. Then fill out the information needed and click continue

4. A pop up will appear were you will read the agreement, check the box saying “I Agree” and click “Continue” at the bottom

   NOTE: if you have an ad blocker this will not show up, so disable your ad blocker then repeat the step above
5. After this you will get an email with a link to setup your account and you will need to fill out the following information:

**Authorized User Profile Setup**

* For security reasons, please change your password.

**Name and E-mail Address**

* Indicates required fields

- Your login ID
- *First Name
- *Last Name
- Email address
- Secondary email address

**Password Change**

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

6. This completes the process of setting up an authorized user and you will be sent to the following page where you can make payments and view payment activity: