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'

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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.

My Account Pa	yments				
Account Activity	Personal Profile	Payment Methods	Agreements	Authorized Users	
Authorized	Users				
Thank you. Th	e authorized user ha	s been removed.			
From this pag with the Fami third party wit account inforr payment meth	e, you can give other ly Educational Rights hout your written con nation and make pay lods, academic recor	s (parents, employers, and Privacy Act of 197 sent. Adding an author ments on your behalf. ds, or other personal ir	etc.) the ability t 4 (FERPA), your rized user is you Please note that nformation.	o access your accoun student financial reco r written consent that authorized users DO	it information. In compliance ords may not be shared with a an individual may view your NOT have access to your stored
Current A	uthorized Users				
▼ Add Autho	orized User				
E-mail address	of the authorized user:			@cwu.edu]
Would you like and account ac	to allow this person to tivity?	view your payment histor	y 🖲 Yes 🔘	No	
Continue	Cancel				

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

ount Activity	Personal Profile Payment Methods Agreements Authorized Users	++++
Agree	ment to Add Authorized User	
The e-m wish to g	ail address you provided already exists in our system and is registered to land the system and is registered to land the system. This indicates the system and the system are system are system and the system are system and the system are system	ates that hom you
l hereby au ability to vi and/or che responsible	ithorize Central Washington University to grant construction partial access to my accounts, incl ew my payment history and/or make payments accordingly. My payment methods, billing statements, and credi cking account information will remain confidential and hidden from all other users. I understand that I am still prin e for ensuring that all my accounts are paid on time and in full.	luding it card narily
This agreer	ment is dated Friday, April 22, 2016.	
For fraud d	letection purposes, your internet address has been logged:	
	at 4/22/16 11:00:50 AM PDT	
ANY FALS FELONY P PROSECU	E INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING S PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BI ITED TO THE FULLEST EXTENT OF THE LAW.	SAME TO E
Please che	eck the box below to agree to the terms and continue.	
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Print Ag	reement Continue 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, th	iey will be taken to	TouchNet,	where they will	enter their	username a	and
temporary	password.					

t Account Suite. This site is a 24x7 king payments and managing their ID and Password. Parents, tem require student permission via
ID and Password. Parents, tem require student permission via
any questions about the system,
y payment.
ents, employers, etc) to make
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f. They will then enter a new password and retype the password. Then select 'Save'.

Due Elle De form	
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:	

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).

Profile changes were saved.		
Account Alerts	My Account	
No alerts at this time.	Current Account Status	
Announcements	Student Account Balance:	\$124.2
Welcome!! To the new this is how	Estimated Financial Aid:	\$33.3
we do things payment system!	Balance Including Estimated Aid:	\$90.9
	Make a Payment View Account Activity	
	Term Balances	
	Eall 2015	\$40.9