

# How to Set-Up Authorized Users

## TouchNet v7.0 Tutorial

**Purpose:** The purpose of this tutorial is to guide you through the process of setting up an additional authorized user.

### Step 1

Log into MyGSU portal [mygsu.govst.edu](http://mygsu.govst.edu) from any browser.

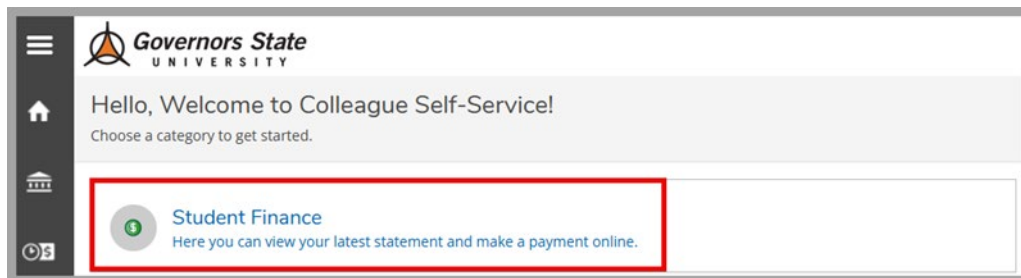
### Step 2

On the portal home page, click the large **Self-Service button**.



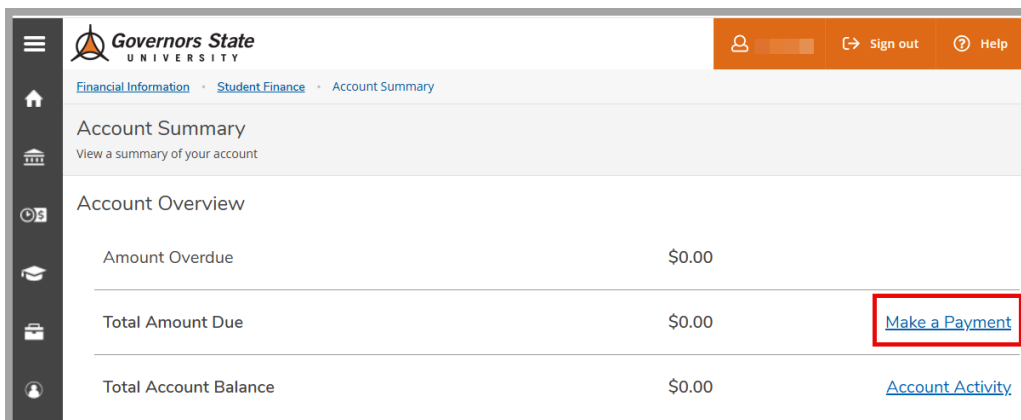
### Step 3

On the Self-Service home page, you will be greeted with a message Hello, Welcome to Colleague Self-Service. Click the **Student Finance link**. This will take you to your Account Summary page.



### Step 4

Once on your Account Summary page, click the **Make a Payment link** to initiate the payment process.

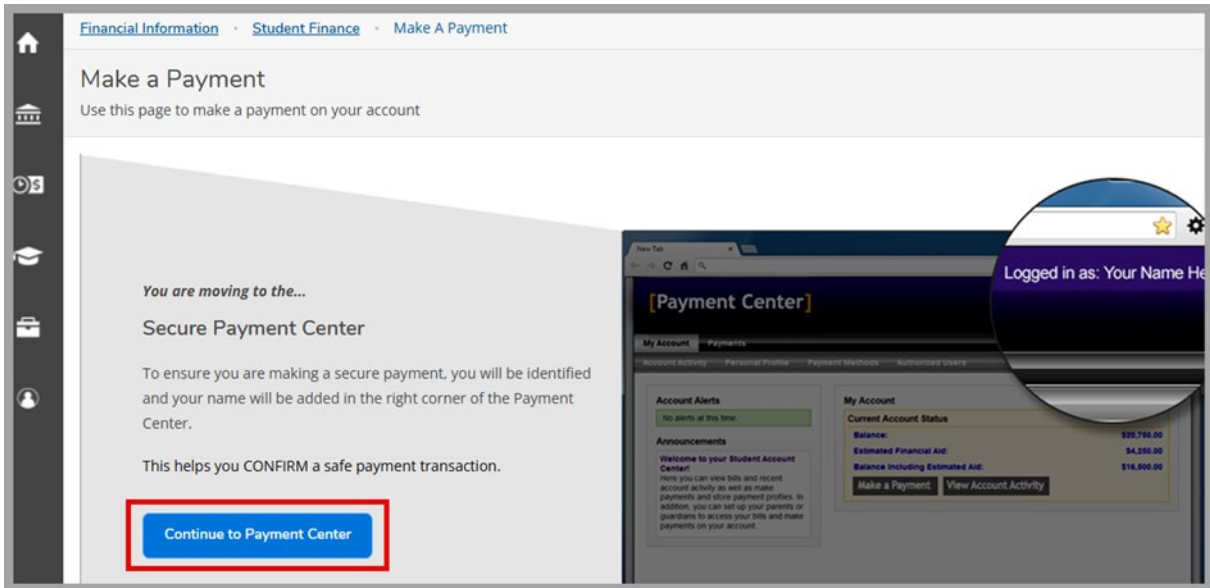


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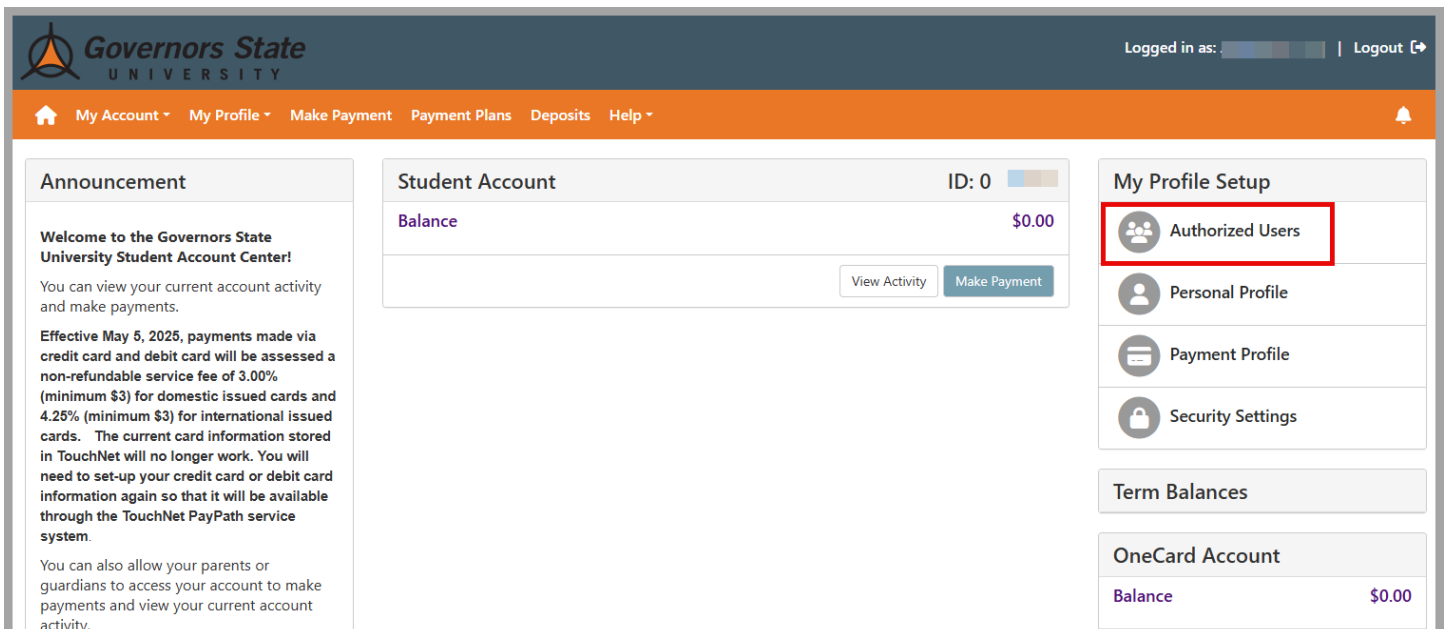
### Step 5

On the Make a Payment screen, click the **Continue to Payment Center** button. It will direct you to another site (TouchNet) featuring GovState's name and logo.



### Step 6

Click the **Authorized Users** button found on the right side.



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### Step 7

The Authorized Users page needs some information to complete the process.

1. Enter the Email address of the authorized user
2. Answer the question with a click on yes or no response
3. Answer the question with a click on yes or no response
4. Click **Continue** to proceed with the process

**Authorized Users**

Authorized Users   Add Authorized User

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.

Email address of the authorized user 1

Would you like to allow this person to view your payment history and account activity? 2  Yes  No

Would you like to allow this person to receive your payment plan communications? 3  Yes  No 4

### Step 8

The Agreement to Add Authorized User form must have your agreement.

1. Click the check box in front of **I Agree**.
2. Click **Continue** to proceed

You have the option to print the Agreement by clicking the Print Agreement button.

Agreement to Add Authorized User

I hereby authorize **Governors State University** to grant j [redacted] @ [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.

Access to my accounts also includes the ability to :

- Receive my payment plan communications

This agreement is dated 11/20/2025 1:28:03 PM CST.

For fraud detection purposes, your internet address has been logged:  
143.43.18.54 at 11/20/2025 1:28:03 PM CST

**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 1

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### Step 9

The information will appear in the appropriate fields. You will always have the option to edit, delete or add Authorized User.

### Authorized Users

Authorized Users    [Add Authorized User](#)

Full name	Email address	Action
	j:  @	

### Contact Information

If you have any questions about the tuition and fee payment process, please contact Student Accounts at 708.235.3990 or email [studentaccts@govst.edu](mailto:studentaccts@govst.edu); or the Financial Aid Office at 708.534.4880 or email [faid@govst.edu](mailto:faid@govst.edu).