

# How to Set-Up Authorized Users

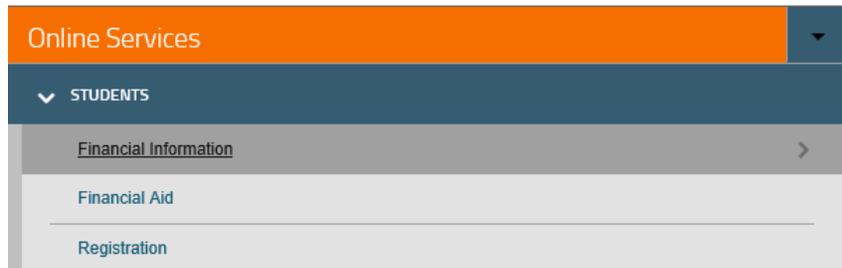
## TouchNet v7.0 Tutorial

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

**Step 1** Log into [mygsu.govst.edu](http://mygsu.govst.edu) from any browser.

**Step 2** Go to Online Services, Students. Click the dropdown arrow to display Financial Information. Click **Financial Information**.



**Step 3** Click **View Account and Make Payments** to view your student financial account.



**Step 4** You will be directed to another page. Click **Continue to Payment Center** green button.

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mygsu Governors State University Portal

Financial Information > Student Finance > Make A Payment

### Make a Payment

Use the Secure Payment Center to make a payment

You are moving to the...  
**Secure Payment Center**

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

Logged in as: Your Name Here

[Payment Center]

My Account Payments

Account Alerts: No alerts at this time.

Announcements: Welcome to your Student Account Center. Here you can view bills and recent account activity as well as make payments and store payment profiles, in addition, you can set up your parents or guardians to access your bills and make payments on your account.

My Account Current Account Status

Balance:	\$38,750.00
Estimated Financial Aid:	\$4,350.00
Balance including Estimated Aid:	\$18,800.00

Make a Payment View Account Activity

**Step 5** Click the Authorized Users button found on the right side.

Governors State UNIVERSITY

Logged in as: Jax Jaguar | Logout

My Account Make Payment Deposits Help

### Authorized Users

To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.

Student Account ID: xxx 0001

Balance	\$1,043.00
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Make Payment View Activity

Term Balances

2017 Fall	\$1,043.00
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My Profile Setup

- Authorized Users
- My Payment Profile
- Electronic Refunds
- Notifications

**Step 6** The Authorized Users page needs some information to complete the process.

1. Enter the E-mail 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

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### 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:  **1**

Would you like to allow this person to view your billing statement and account activity?  Yes  No **2**

Would you like to allow this person to view your payment history and account activity?  Yes  No **3**

**4**

**Step 7** 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 momjaguar@gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods 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 Wednesday, June 14, 2017.

For fraud detection purposes, your internet address has been logged:  
143.43.18.35 at 6/14/17 11:33:54 AM 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 **1**

**2**

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**Step 8** The information will appear in the appropriate fields. You will always have the option to edit, delete or add Authorized User.

### Authorized Users

Thank you. We have sent an e-mail to judy.ferneau@gmail.com with instructions on how to log in and view your billing information. This person will log in using the e-mail address you provided.

(Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

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.

#### ▼ Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
	momjaguar@gmail.com	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Show Agreement</a>

#### ► Add Authorized User