How to Set-Up Authorized Users

TouchNet v7.0 Tutorial

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 from any browser.

Step 2 Go to Online Services, Students. Click the dropdown arrow to display Financial Information. Click **Financial Information**.
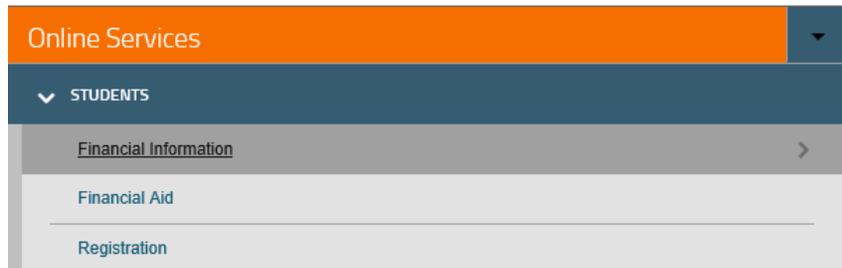
Step 3 Click **View Account and Make Payments** to view your student financial account.

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

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

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

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:

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

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

Continue   Cancel

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

Continue   Print Agreement   Cancel

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.)

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▼   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	Edit | Delete | Show Agreement

▶   Add Authorized User