

Log in as an Authorized User

Keep in mind that this is the method which **MUST** be used to log in by parents, spouses, etc. – anyone other than the student who is making a payment and/or accessing account information.

Authorized Users

Authorized Users only have access to make a payment, payment history, and account balances on student accounts.

In order to log in using this method an individual must FIRST be an authorized user.

Therefore, it is recommended that students create an authorized user account for themselves and for any other individual they wish to be able to access and/or make a payment on their account. Please see the instructions in this document for creating an authorized user.

Instructions:

1. From the main University of Akron web page (<http://www.uakron.edu>) click the UA Parents link on the right side of the page.

The screenshot shows the University of Akron website. At the top is a navigation menu with links: About UA, Admissions, Academics & Majors, College Life, Offices & Departments, Research, and Libraries. Below this is a large yellow banner for Homecoming 2017 with the text "See you at Homecoming! Music, friends and football" and a "DETAILS" button. To the right of the banner is a cartoon rooster mascot. Below the banner is a sub-navigation menu with links: Overview, From the President, Campaign for UA, Diversity, and Find Your Major. The main content area features a video player titled "Jim Tressel on Homecoming at UA" and a news article titled "Doors to new school swing open, future doctors, scientists stride in". To the right of the main content is a sidebar titled "Information For:" with a list of links: Accepted Students, Alumni & Friends, Current Students, Faculty & Staff, UA Parents (circled in red), UA Athletics, and UA Events. At the bottom left of the main content area is a "News" section.

Instructions:

2. The Parents page displays. Click the link titled **Make a payment or view e-bill** under the “Shortcuts” heading.

The screenshot shows the top navigation bar with links: About UA, Admissions, Academics & Majors, College Life, Offices & Departments, Research, and Libraries. Below this is the 'UA Parents' header with a breadcrumb 'Home > UA Parents'. On the left is a sidebar menu with categories: Academic assistance, Tuition, registration and financial aid, Student support resources, Parents and Family Association, Safety at UA, and Find a department. The main content area is titled 'Parents: Welcome to The University of Akron' and contains a welcome message, a list of bullet points about the university's strengths, and a paragraph about student organizations. On the right is a 'SHORTCUTS' box with a list of links, where the first link, 'Make a payment or view e-Bill', is circled in black.

3. Click the link titled “**Parents and Authorized Users, click here to login with your user name and password**”.



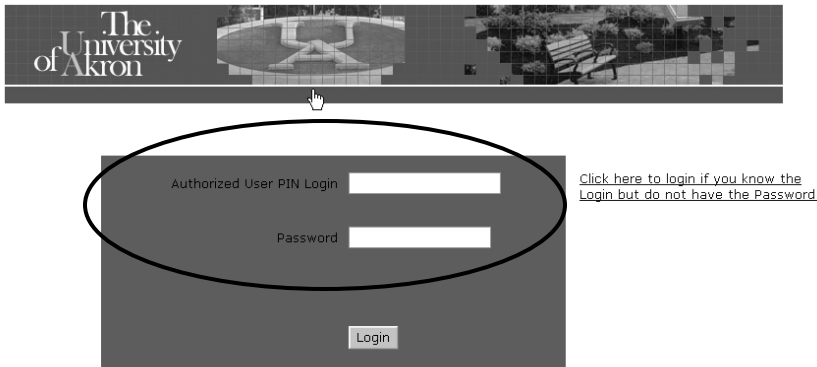
Law Seat Deposits, Housing Deposits or other items Not billed through The Office of Student Accounts **SHOULD NOT** be paid through this payment site. Please refer to any instructions provided from Sponsoring Department. Credit Card Payments processed through this CASHNET site will result in a non refundable convenience fee.

****IMPORTANT: There is no convenience fee charge when using the electronic check option.**

The screenshot shows a login form with two input fields: 'Login' and 'Last Name'. Below the fields is a yellow 'Login' button. To the right of the form, a black arrow points to a blue hyperlink: 'See an additional option below. Parents and Authorized Users, click here to login with your user name and password.'

Instructions:

4. Enter your **Authorized User PIN Login** and **Password**. NOTE: This is **NOT** your UAnetID and password. This is the login and password created by the student.



NOTE: If you do not know your Authorized User PIN Login and Password you must contact the student and request they create a new password. If you are a student and do not know your Authorized User PIN Login and Password you must access the Financial application via ZipLine and then navigate to the section titled Authorized User Access and manage your authorized users from this location. Refer to the job aid on Creating and Managing Authorized Users for additional information.

5. The following screen is returned:

