

## ***Create and Maintain Authorized Users***

Keep in mind the following important information regarding authorized users:

- Only students can create authorized users.
- Authorized users only have access to make a payment, payment history, and account balances on student accounts.
- Authorized Users **do not** have access to financial aid, grades, or other online student information (such as **My Akron**).
- A student may change the password for an authorized user or remove access to an authorized user at any time.
- If an authorized user forgets their logon and/or password they **MUST** contact the student for this information. ***The student creating the authorized user account is the ONLY person who can access the authorized user account.*** The University of Akron Support Desk does NOT have access to this information.
- A student must log in via **My Akron** in order to access the authorized user portion of the application.

## Create an Authorized User

### Instructions:

1. [Log in to My Akron](#) as a student.
2. Click the **My Experience** tab.
3. Click the **Student Center** link.



**Instructions:**

- Under the Finances area, click the **Authorize Parent Access** link.

Nancy's Student Center

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**Academics**

[Search](#)  
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[My Academics](#)

other academic... ▾ ⌵

📅 Deadlines    📄 URL

**This Week's Schedule**

	Class	Schedule
<span>📅</span>	3100 103-003 LEC (70518)	MoWeFr 8:50AM - 9:40AM Auburn Sci 120
<span>📅</span>	3100 103-012 LAB (70520)	Mo 2:00PM - 4:00PM Schrank N 251
<span>📅</span>	6200 201-701 LWW (72428)	MoWe 10:00AM - 11:15AM Wayne Coll B119

[weekly schedule ▶](#)  
[enrollment shopping cart ▶](#)

**Finances**

**My Account**  
[Account Inquiry](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

other financial... ▾ ⌵

**Account Summary**

**You owe 2,809.83.**

- Due Now            956.59
- Future Due        1,853.24

**\*\* You have a past due balance of 956.59. \*\***

Currency used is US Dollar.

[make a payment ▶](#)  
[sign up for payment plan ▶](#)  
[authorize parent access ▶](#)

**Instructions:**

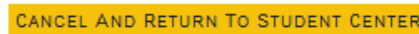
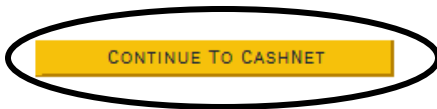
5. You will be notified that you will be redirected to the CASHNet site. Click **Continue to CASHNet**.

**Make a Payment**

Press the "Continue to CASHNet" button below and you will be redirected to the CASHNet site where you will be able to make a payment, sign up for installment payment plan, view your electronic bills or setup a parent/authorized user account.

**You may have to disable your pop-up blocker to access the CASHNet site.**

**This link will expire in 30 seconds.** If you are not successfully redirected, Press "Cancel and Return to Student Center" and try again.



6. From the main account page click the **Add New** link

**Authorized User PINs**

**Add New**

**Notice about Authorized Users:**

Authorized Users have access to make a payment, payment history, account balances on student accounts, e-bills and payment plans.

Authorized Users **do not** have access to financial aid, grades, or other online student information (such as ZipLine).

You currently have no Authorized User PINs set up.

**NOTE:** Only students logged in via **My Akron** will see the Authorized User PINs section.

**Instructions:**

7. Enter the appropriate information in the requested fields and click the **Ok** button:

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The screenshot shows a web form for adding an authorized user. It includes the following fields and options:

- Authorized User PIN:** A text box containing "MyMom".
- Email Address:** A text box containing "momxyz@email.com".
- Password:** A text box with 8 dots representing a masked password.
- Confirm Password:** A text box with 8 dots representing a masked password.
- Can this person login:** Radio buttons for "Yes" (selected) and "No".
- Can this person get bill notification by email:** Radio buttons for "Yes" (selected) and "No".

Below the form are two yellow buttons: "OK" and "Cancel".

(Changing the password will result in the loss of saved payment information for this Parent PIN.)

**Authorized User PIN:** Select a name for the authorized user to log into the system with.

**Email Address:** This is an optional field.

**Password:** Select a password for the authorized user. The password must be at least 8 characters and must contain at least 2 numbers.

**Confirm Password:** Enter the password again – exactly as entered in the first password box. This is to assure that the password has been entered correctly.

**Can this person login:** This option defaults to “Yes”. If the student wishes to deny access they may select “No” at any time.

**Can this person get bill notification by email:** This option defaults to “Yes”. However, in order for this to function properly a valid email address must first be entered in the email address field above. The actual bill will not be sent via email – a url will be provided in the email message which will point to the bill.

**Instructions:**

8. The authorized user just added will appear at the bottom of the authorized users list.

**Authorized User PINs** [Add New](#)

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Authorized Users **do not** have access to financial aid, grades, or other online student information (such as ZipLine).

You currently have the following Authorized User PINs set up.

MyMom	<a href="#">Edit</a>
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9. Make sure to log out of the system by clicking the **Sign Out** link when finished.

your account : make payment : basket : [sign out](#)



Student, Joseph Quincy


## Change Authorized User Information

### Important Information Regarding Passwords

Keep in mind that if the user cannot remember their password the student must navigate to this screen and enter a new password for them. There is no method of retrieving the old password – however, a new password may be assigned for the individual to use.

### Instructions:

1. [Log in to My Akron](#) as a student.
2. From the Student Center page click the **Authorize Parent Access** link.



  
**Nancy's Student Center**

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[Search](#)  
[Enroll](#)  
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other academic...

 [Deadlines](#)  [URL](#)

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[weekly schedule ▶](#)  
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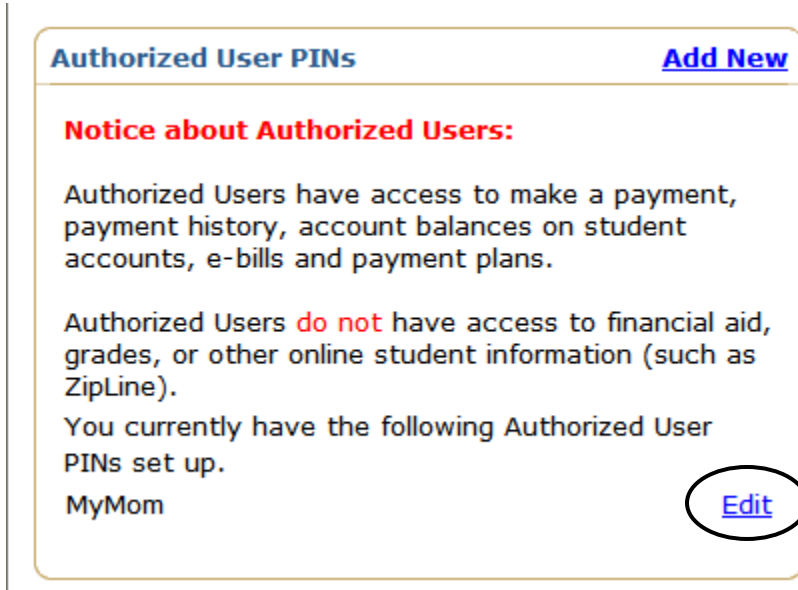
[make a payment ▶](#)  
[sign up for payment plan ▶](#)  
[authorize parent access ▶](#)

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**Instructions:**

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3. From the main account page click the **Edit** link for the appropriate user.



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4. The user's information is displayed:

**Notice about Users:**

Authorized Users have access to make a payment, payment history, account balances on student accounts, e-bills and payment plans.

Authorized Users **do not** have access to financial aid, grades, or other online student information (such as ZipLine).

Authorized User PIN	<input type="text" value="MyMom"/>
Email Address	<input type="text" value="momxyz@email.com"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

(Changing the password will result in the loss of saved payment information for this Parent PIN.)

Can this person login  Yes  No

Can this person get bill notification by email  Yes  No

5. You can change any of the information.

**Remember:** The student must navigate to this screen and assign a new password if the authorized user cannot remember their existing password.

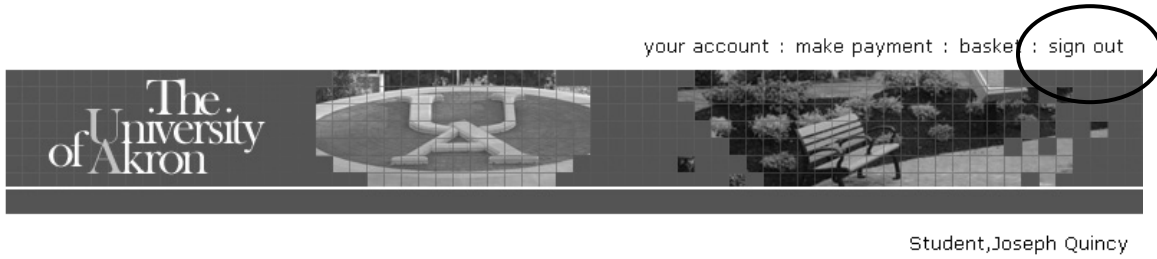
6. Click the **OK** button to save the changes.
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**Instructions:**

7. Make sure to log out of the system by clicking the **Sign Out** link when finished.



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If you have questions about this process contact Student Accounts at:  
[cashier@uakron.edu](mailto:cashier@uakron.edu)