Online payments can only be made by the student or an authorized user. To add an authorized user, the student must be logged into the TouchNet system. The student will need to follow these next steps to add an authorized user.

The student’s first step begins by clicking on the ‘Make a Payment’ link or ‘Account Inquiry’ link from their Louie account.

Louie will then open the TouchNet transfer notification message. On this message you will see listed, compatible Internet browsers. Please verify that you are using one of the browsers, and your pop-up blockers have been deactivated.

There are six menu items at the top of the TouchNet home screen. Including: ‘My Account’, ‘eBills’, ‘Account Activity’, ‘My Profiles’, and ‘Authorized Users’. The student should click on ‘Authorized Users’ menu item.

From this screen the student is able to add an authorized user. Continue by entering the email address of the desired authorized user and selecting privacy settings. Select ‘Continue’, and select ‘I Agree’ after reading the terms and conditions on the following page. An email will then be sent to the new authorized user, with instructions on how to login and view billing information.

When a student has successfully set up an authorized user, this will only allow access to the TouchNet system, and does not qualify as a FERPA release.

For more information regarding FERPA, please view our introduction and importance of FERPA segment.

This concludes our tutorial. If you have any further questions, you may contact us at: 928-523-3122, and select option ‘3’ to speak to our student account representatives.