**How to Add an Authorized User**

In this video, you will learn how to add an authorized user to your TouchNet Payment system. Online payments can only be made by the student or an authorized user. Authorized Users will need to be added to the student’s profile through the TouchNet payment system. Please be aware, adding an Authorized user is separate from granting a FERPA release of information for an individual. For more information regarding FERPA, please review our “Introduction and the Importance of FERPA” video or visit the Registrar’s website at nau.edu/FERPA . Please follow these next steps to add an authorized user.

The student’s first step begins by clicking on the “Make a Payment” link from their Student Center in LOUIE and selecting the top option to be transferred to the TouchNet payment system. Please verify that you are using one of the compatible browsers listed in the TouchNet notification area, and that your pop-up blockers have been deactivated.

On the right side of the TouchNet home screen, you will see a list of options located under, “My Profile Setup”. For this tutorial, we will select the “Authorized Users” option.

From this screen the student is able to add an authorized user by clicking the “Add Authorized User” tab. Carefully review the Authorized User access information described at the top of the screen. When you are ready to continue, enter the email address of the desired authorized user and select the privacy settings you wish to allow.

Click “Continue”.

After reading the terms and conditions, click “I agree”. Click “Continue”.

An email will then be sent to the new authorized user, with instructions on how to login and view billing information. Once the Authorized user logs into TouchNet, they will also be able to sign up for text alerts by clicking on ‘Personal Profile’ under ‘My Profile Setup.’ Then click “edit” next to mobile number. The authorized user will need to enter their phone number in the requested format, and select their cell phone carrier. Then click “save”. If any changes are made, click “Save Changes”

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

For more information regarding FERPA, please view our “Introduction and Importance of FERPA” tutorial.

This concludes our tutorial, if you have any questions you may contact us by phone at 928-523-3122 to speak with a Student Service Representative. Should you need to mail a payment, our mailing address is Student and Departmental Account Services, Northern Arizona University, PO Box 4096 Flagstaff, AZ 86011.