

## SETUP AN AUTHORIZED USER TO MAKE A PAYMENT

This will allow someone other than the student to be set up to make a payment

### **Authorized user must have an email account**

1. Log into the Campus Connection Portal

### **In the menu on the left:**

2. Click Student Center
3. Click Pay Online Now
  - a. This will automatically prompt you to our TouchNet paying site.
4. Choose Authorized Users from the menu at the top of the page
5. Click Add an Authorized User
6. Answer the three questions in the Add An Authorized User Box.
7. Click Add User
8. Enter the last 4 digits of your Student ID #.
9. Click I Agree