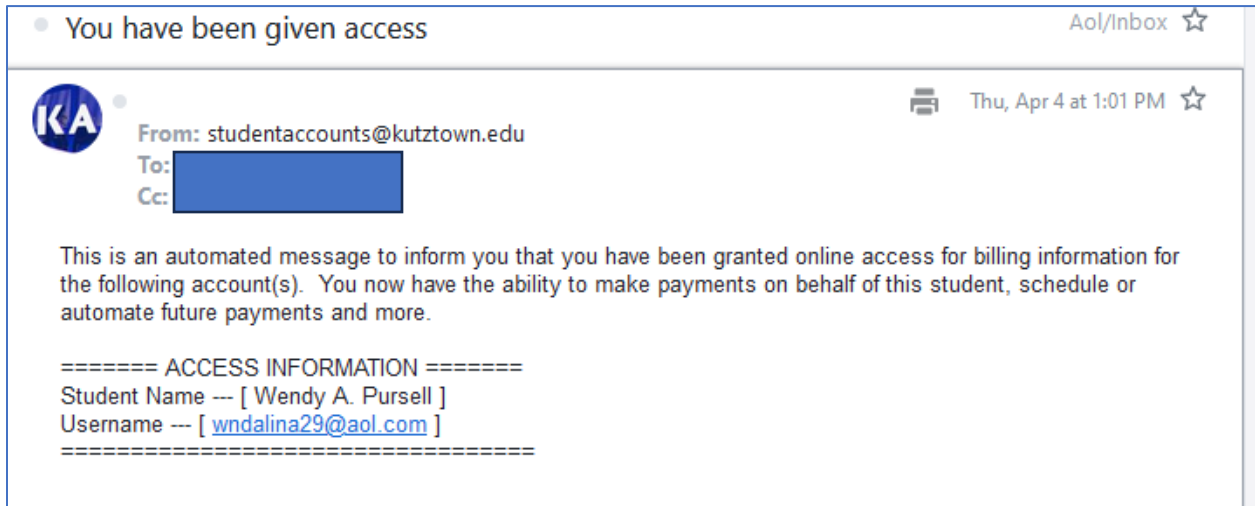


Completing Authorized User Setup – Authorized User Dashboard (TouchNet)


Once a student adds an Authorized User – the Authorized User must log in and complete their set up.

An Authorized User will receive **2 emails** after a student has added them. A link will be provided in the emails as well, if not, it is below.

1. **Confirmation email** that the person has been granted online access.



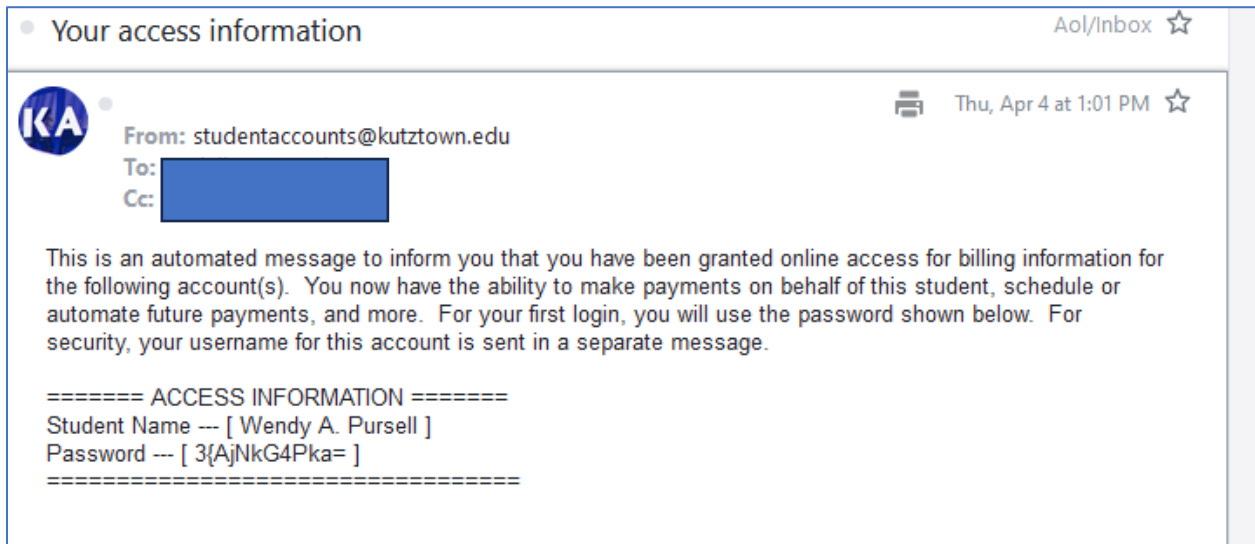
• You have been given access Aol/Inbox ☆

 **From:** studentaccounts@kutztown.edu Thu, Apr 4 at 1:01 PM ☆
To: [REDACTED]
Cc: [REDACTED]


This is an automated message to inform you that you have been granted online access for billing information for the following account(s). You now have the ability to make payments on behalf of this student, schedule or automate future payments and more.

===== ACCESS INFORMATION =====
Student Name --- [Wendy A. Pursell]
Username --- [wndalina29@aol.com]
=====

2. **Password email** used to log in the first time.



• Your access information Aol/Inbox ☆

 **From:** studentaccounts@kutztown.edu Thu, Apr 4 at 1:01 PM ☆
To: [REDACTED]
Cc: [REDACTED]

This is an automated message to inform you that you have been granted online access for billing information for the following account(s). You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.

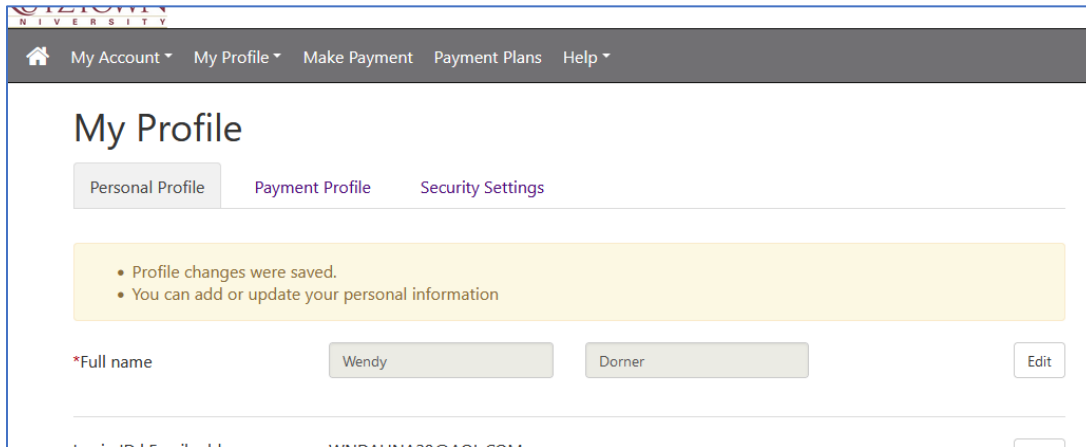
===== ACCESS INFORMATION =====
Student Name --- [Wendy A. Pursell]
Password --- [3{AjNkG4Pka=]
=====

Authorized User access link: https://secure.touchnet.net/C20841_tsa/web/login.jsp

On the site – the user will first be required to add their name (first, last) and change their password.

On the **My Profile** page that opens, the Authorized User will have two options to add, if desired.

- Add a Secondary Email
- Add a Mobile number for text messages regarding billing and payments

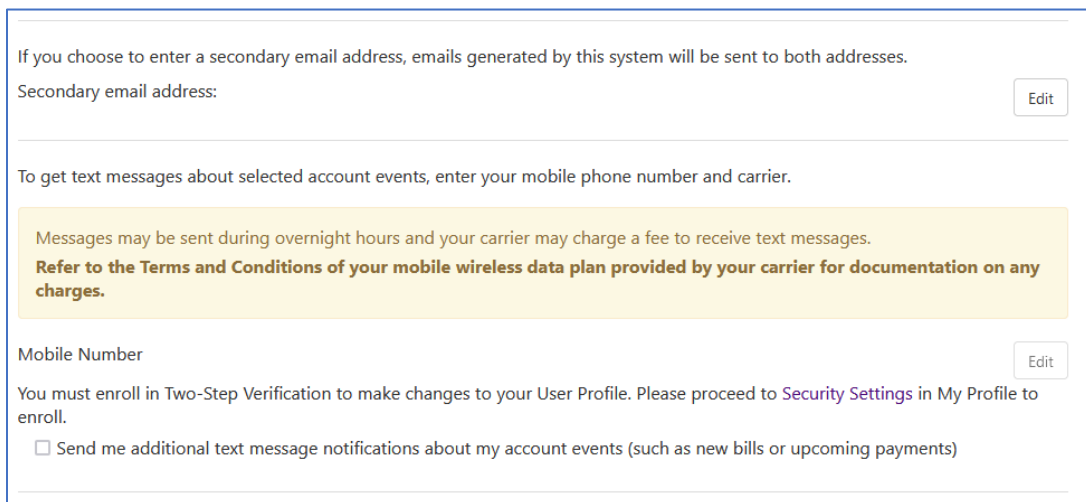


My Profile

Personal Profile Payment Profile Security Settings

• Profile changes were saved.
• You can add or update your personal information

*Full name Wendy Dorner Edit



If you choose to enter a secondary email address, emails generated by this system will be sent to both addresses.

Secondary email address: Edit

To get text messages about selected account events, enter your mobile phone number and carrier.

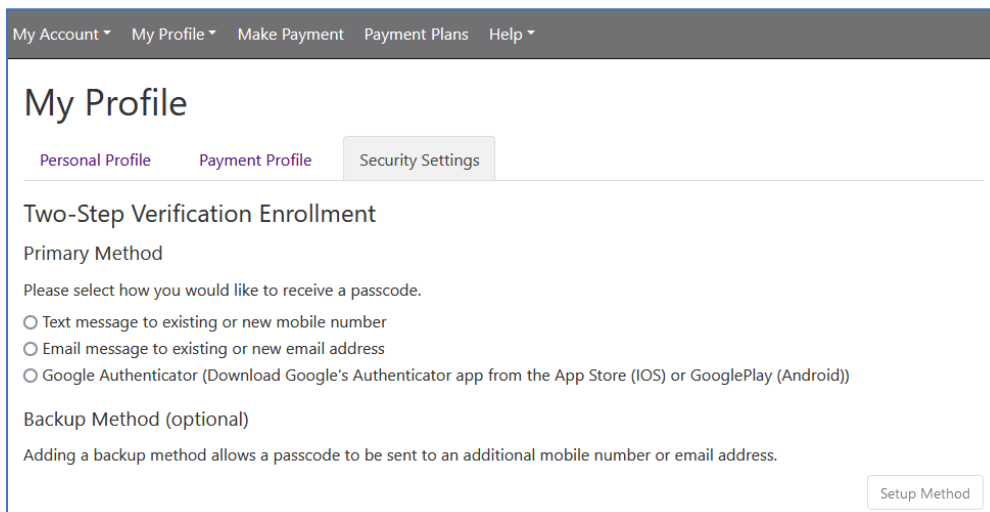
Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.
Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number Edit

You must enroll in Two-Step Verification to make changes to your User Profile. Please proceed to [Security Settings](#) in My Profile to enroll.

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

In order to add these two options, the Authorized User will be required to set up **Two-Step Verification** under the **Security Settings** tab.



My Profile

Personal Profile Payment Profile Security Settings

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

Text message to existing or new mobile number
 Email message to existing or new email address
 Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Setup Method

Once completed – navigate back to the Personal Profile tab and add a secondary email address or mobile phone as desired.

You must select the check box if you want text messages about bills and upcoming payments.

Password Edit

If you choose to enter a secondary email address, emails generated by this system will be sent to both addresses.

Secondary email address: pursell@kutztown.edu Remove Edit

To get text messages about selected account events, enter your mobile phone number and carrier.


Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.
Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number [REDACTED] Verizon PCS Remove Edit

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

Once all is set up – the Authorized Users Payment Dashboard looks very similar to the students, again with limited functionality until July 2024.

The Authorized User can now set up a Fall 2024 payment plan like the student can!



Navigation: [Home](#) [My Account](#) [My Profile](#) [Make Payment](#) [Payment Plans](#) [Help](#) 🔔

Announcement

This is the NEW Payment Dashboard for NEW MyKU!

- Fall 2024 and forward will use this NEW Payment Dashboard for semester billing, payments, payment plans, authorized users and more around June/ July 2024.
- Summer 2024 and prior will still use the [Legacy MyKU > KU Financial Account tile > Payment](#)

Student Account

ID: xxxxx0056

Student Account There is no activity on this account at this time.

[Enroll in Payment Plan](#)

My Profile Setup

- [Personal Profile](#)
- [Payment Profile](#)
- [Security Settings](#)