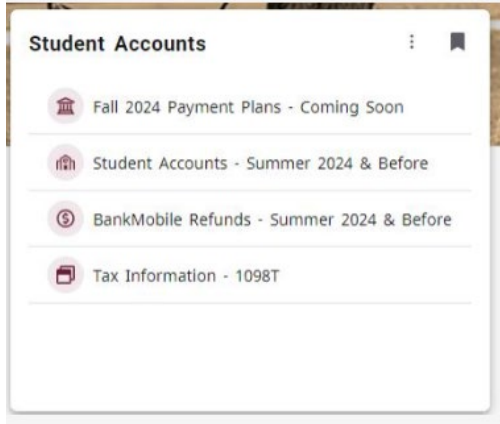


Authorized Users – Payment Portal (TouchNet)

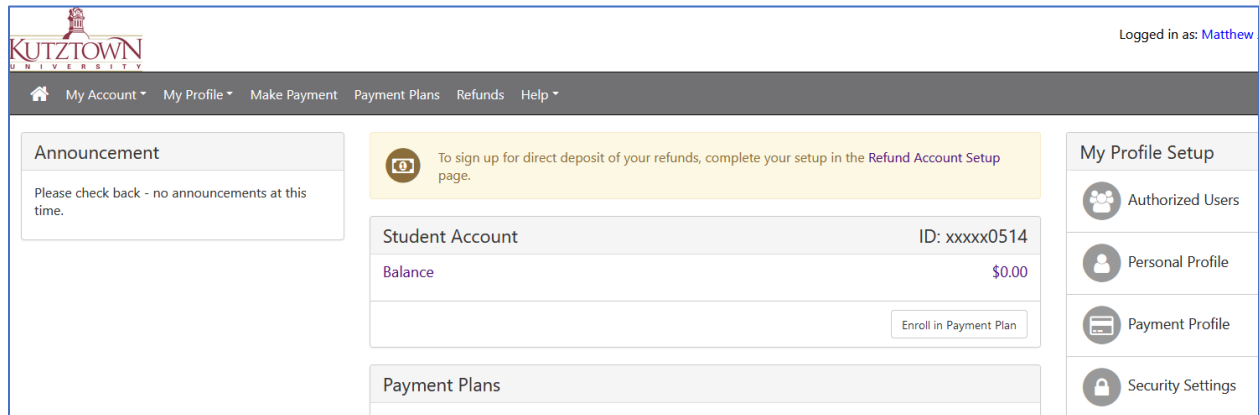
This process will allow a student to give access to an **Authorized User** (third party/parent) allowing them to access the payment portal for items such as statements, making payments and setting up or paying payment plans. There will be a new way to allow access to academic items later.

As of April 2024, the only way to get to the Authorized Users area, is to navigate to **NEW MyKU** via Payment Plans link.

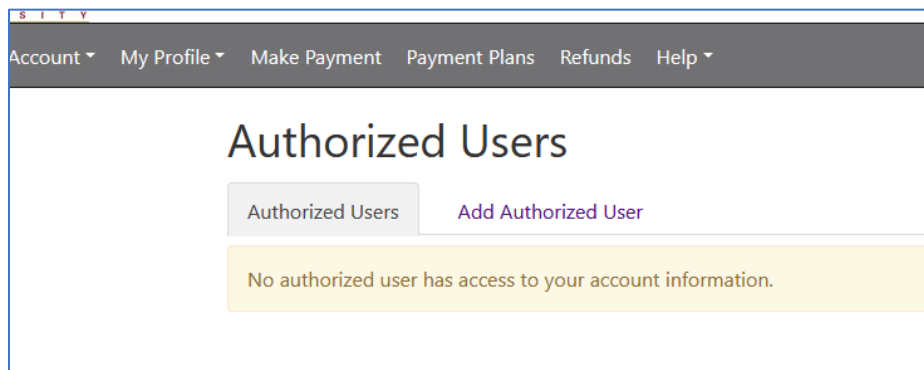
[New MyKU](#) > [Student Accounts card](#) > [Fall 2024 Payment Plans](#)



This opens the **NEW Payment Dashboard**. Some functionality won't be available until June or July 2024.



On the right side under **My Profile Setup** > **select Authorized Users**.



Select **Add Authorized User**.

My Profile ▾ Make Payment Payment Plans Refunds Help ▾

Authorized Users

Authorized Users Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account balance? Yes No

Would you like to allow this person to view your payment history and account balance? Yes No

Would you like to allow this person to receive your payment plan communications? Yes No

Enter the authorized users email address; select the options then click **Continue**.

If the Authorized User is already in the TouchNet system you will see this page, click **I Agree** and **Continue**.

Agreement to Add Authorized User ✕

The e-mail address you provided already exists in our system and is registered to Wendy Pursell. This indicates that Wendy Pursell was or may still be a registered user in our system. Please ensure that this is the person to whom you wish to give access. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **Kutztown University of PA** to grant pursell@kutztown.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

Access to my accounts also includes the ability to :

- Receive my payment plan communications

This agreement is dated 03/21/2024 12:53:09 PM EDT.

For fraud detection purposes, your internet address has been logged:
156.12.52.101 at 03/21/2024 12:53:09 PM EDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree

If the Authorized User is new to the system, you will see this page – click **I Agree** and **Continue**.

Agreement to Add Authorized User ×

I hereby authorize **Kutztown University of PA** to grant studentaccounts@kutztown.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

Access to my accounts also includes the ability to :

- Receive my payment plan communications

This agreement is dated 03/21/2024 12:54:38 PM EDT.


For fraud detection purposes, your internet address has been logged:
156.12.52.101 at 03/21/2024 12:54:38 PM EDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree

Should changes be needed, the student can click under **Action** and select edit, delete, or see the agreement.

Email address	Action
pursell@kutztown.edu	
studentaccounts@kutztown.edu	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Edit Delete Show Agreement </div>

Selecting Edit will allow the student to change the permissions for the Authorized User, click Update User when complete.

Edit Authorized User ×

Full name: Wendy Pursell

Email address: pursell@kutztown.edu

Would you like to allow this person to view your billing statement and account balance? Yes No

Would you like to allow this person to view your payment history and account balance? Yes No

Would you like to allow this person to receive your payment plan communications? Yes No