

Adding an Authorized User

566 Faye Buckley February 1, 2018 [Accounts and Access](#)

Students are permitted to add authorized users to their account that may have an interest in their financial records. Authorized users can be granted varying levels of access to the student's account to include the ability to view the student's tuition bill, make a payment, enroll in a payment plan or retrieve 1098-T tax information.

To add a new Authorized User, the owner of the account should follow the below steps:

1. Go to [iRoar](#) and log in. Once you do, it should look like this. You will need to **click on the Student Billing** tab.



- Dashboard
- Graduate School
- Undergraduate Admissions
- Records & Registration
- Financial Aid
- Student Billing
- Administrative Users




 iROAR (SSB)

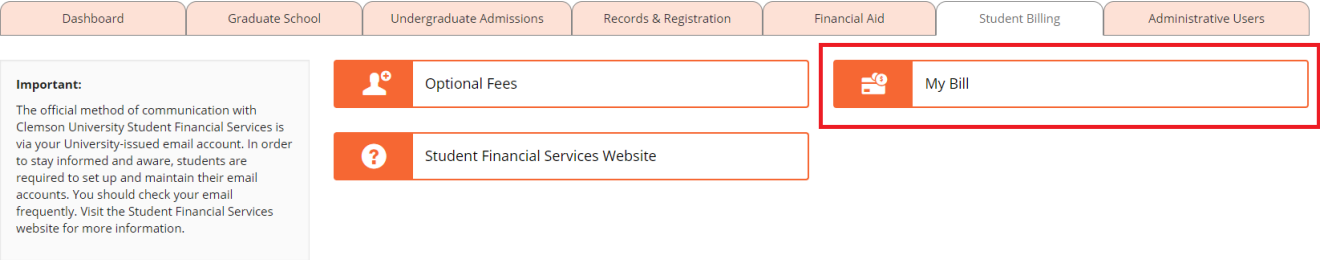
 CANVAS

 my.Clemson

 Library Account

 Redfern Health Services

From there, **click on** the button that says **My Bill** and this should bring you to **Touchnet** (our billing system).



2. Once in Touchnet, **click on** the **Authorized User** tab on the right hand side.

Announcement

Payment deadline for Summer 2017 is Thursday, May 11th, regardless of the summer session for which you are registered. If you enroll in a course after the payment deadline, tuition is due immediately. A \$75 non-refundable late fee will be applied to unpaid accounts. If you registered for a summer class, but no longer plan to attend, be sure to drop the class to avoid being billed. Students are responsible for all associated fees for classes in which they are registered, regardless of attendance.

Please use the tabs above to perform such things as adding **Authorized Users**, enrolling in **Payment Plans**, or providing direct deposit information for **eRefunds**.

Pay your bill online!

An *e-Check* is the preferred method of payment. It's fast, never gets lost in the mail, helps protect the environment, and there's **NO** convenience fee!

Student Account

Balance \$0.00

[View Activity](#)

[Enroll in Payment Plan](#)

Statements

Your latest eBill Statement
Statement (4/18/17)

[View](#)

Your latest 1098-T Tax statement
2016 1098-T Statement

[View](#)

Term Balances

My Profile Setup

[Authorized Users](#)

[My Payment Profile](#)

[Electronic Refunds](#)

[Notifications](#)

3. You should now be able to **add** an authorized user by inputting the appropriate email address. There are default options selected that show what the authorized user will have access to. You can adjust these as you see fit.

Authorized Users

From this page, 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.

► Current Authorized Users

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement and account activity?

☒ Yes ☐ No

Would you like to allow this person to view your 1098-T tax statement?

☒ Yes ☐ No

Would you like to allow this person to view your payment history and account activity?

☒ Yes ☐ No

Continue

Cancel

4. **Click Continue** and the following agreement should appear:

Agreement to Add Authorized User ×

I hereby authorize **Clemson University** to grant ██████@gmail.com 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.

This agreement is dated Thursday, June 15, 2017.

For fraud detection purposes, your internet address has been logged:

130.127.56.108 at 6/15/17 1:00:39 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

Continue

Print Agreement

Cancel

5. **Check the "I Agree" box and select Continue.**

Once you have done this, the user you have authorized will receive an email notifying them, and it will contain their login information. The setup should now be **complete**.

The parent may then log in using their email address and password that they have created at the following address: https://secure.touchnet.net/C20569_tsa/web/login.jsp

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=566>