How to assign an authorized user from MyCWU

1. From your MyCWU account:
   a. Navigate through the following: Main Menu > Campus Solutions > Self Service > Campus Finances > Make a Payment
   b. On this page click "Authorized Users"

2. It will take you to the following page where you then click "Add Authorized User"

3. Then fill out the information needed and click continue

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.

Add Authorized User

Email address of the authorized user

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

Complete the following →

example@example.com

○ Yes   ○ No

Cancel   Continue

4. A pop up will appear were you will read the agreement, check the box saying "I Agree" and click "Continue" at the bottom

NOTE: if you have an ad blocker this will not show up, so disable your ad blocker then repeat the step above

Agreement to Add Authorized User   ✕

I hereby authorize **Central Washington University** to grant example@example.com partial access to my accounts, including ability to view my payment history and/or make payments accordingly. My payment methods, billing statements, 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 Wednesday, October 3, 2018.

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

72.233.198.97 at 10/3/18 3:20:44 PM PDT

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**

Cancel   Print Agreement   Continue

5. After this you will get an email with a link to setup your account and you will need to fill out the following information:

Authorized User Profile Setup

For security reasons, please change your password.

Name and E-mail Address

* Indicates required fields

Your login ID	▮▮▮▮▮▮▮▮
*First Name	[ ]
*Last Name	[ ]
Email address	▮▮▮▮▮▮▮
Secondary email address	[ ]

Password Change

*Enter your new password
(minimum 7 characters and at least one number or special character)

[   ]

*Confirm your new password

[   ]

Cancel   Save

6. This completes the process of setting up an authorized user and you will be sent to the following page where you can make payments and view payment activity:

Student Account	ID: xxxx9266
Balance	$235.00

View Activity   Make Payment

My Profile Setup

👤 Personal Profile

💳 Payment Profile

🚩 Notifications