

Set up an Authorized User

*Must be completed by the student

1. Navigate to the Student Accounts page at <https://studentaccounts.illinoisstate.edu/>
2. Login with your ULID and password by clicking on Student Login

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OFFICE OF THE COMPTROLLER
Illinois State University

Student Accounts

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Student Login →

Authorized User Login →

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Parent/Designee Helpful Information →

Important Links →

3. On the right-hand side, click on Authorized Users

ILLINOIS STATE UNIVERSITY
Illinois' first public university

Logged in as: | Logout

My Account Make Payment Payment Plans Refunds Help

Announcement

Welcome to your Student Account Service Center.

Please visit our Student Accounts Website for additional information and to help answer questions.

If you pay your full account balance by March 9, 2018, you will avoid being charged \$35.00 for the installment plan. If you choose to continue the installment plan, the \$35.00 will be divided up into the installment amounts due April and May.

Student Account ID: xxxxxx 562

Balance \$0.00

View Activity

Statements

Your latest eBill Statement (1/12/18) - \$0.00

View

My Profile Setup

Authorized Users

Payment Profile

Electronic Refunds

Notifications

4. Select the arrow to display additional information under Add Authorized User

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

5. Insert the email address of the person you would like to authorize. You may adjust your preferences with the questions below

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▼ 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?

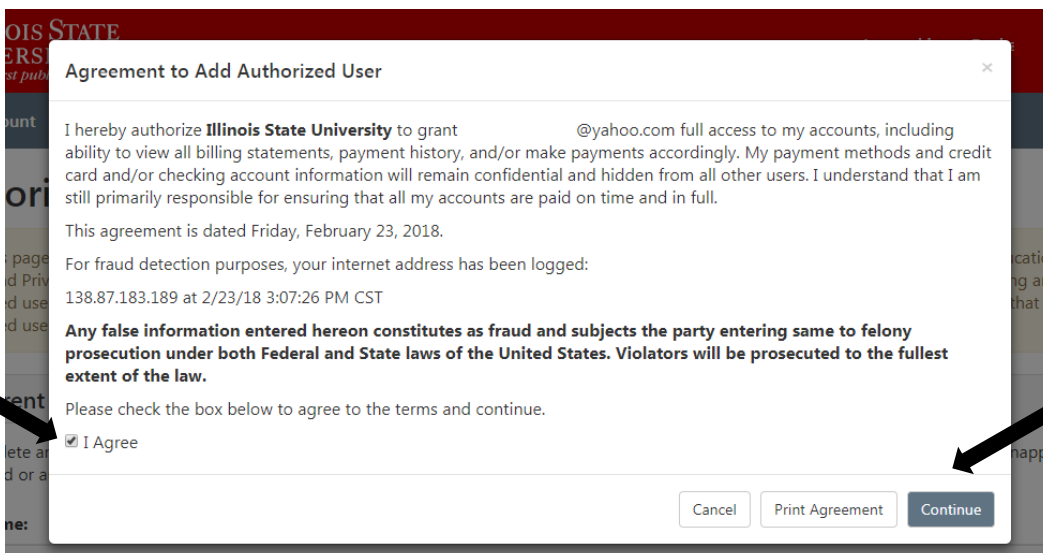
Yes

No

Cancel

Continue

6. Check the box next to I Agree and then select continue. If you would like to print the agreement, select Print Agreement before continuing.



Agreement to Add Authorized User

I hereby authorize **Illinois State University** to grant @yahoo.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 Friday, February 23, 2018.

For fraud detection purposes, your internet address has been logged:
138.87.183.189 at 2/23/18 3:07:26 PM CST

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

An email will be sent with instructions on how to log in and view billing and payment plan information



7. You may edit or delete an authorized user by selecting the action icon to the right of their name. Editing allows you to change what they have access to.

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▼ Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
West	@ILSTU.EDU	
Ward	@yahoo.com	

Edit
Delete
Show Agreement

➤ Add Authorized User