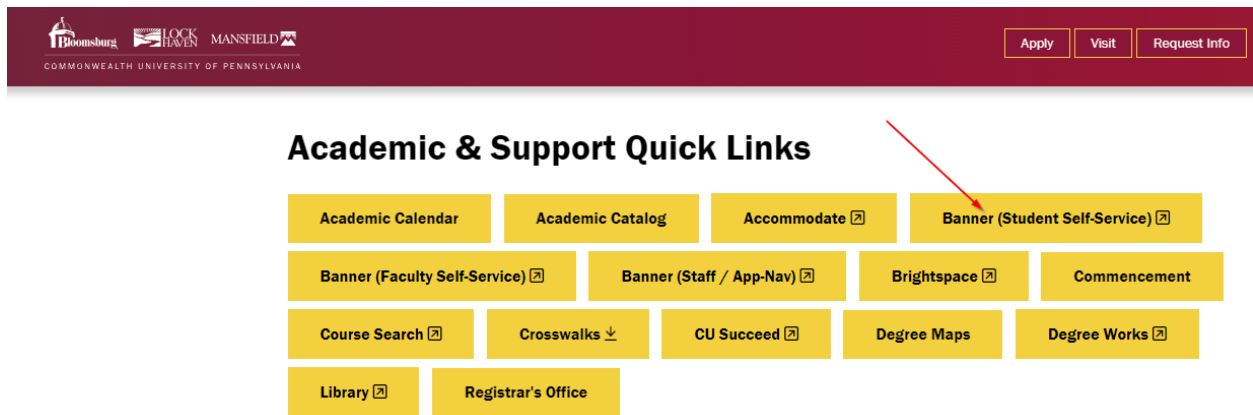


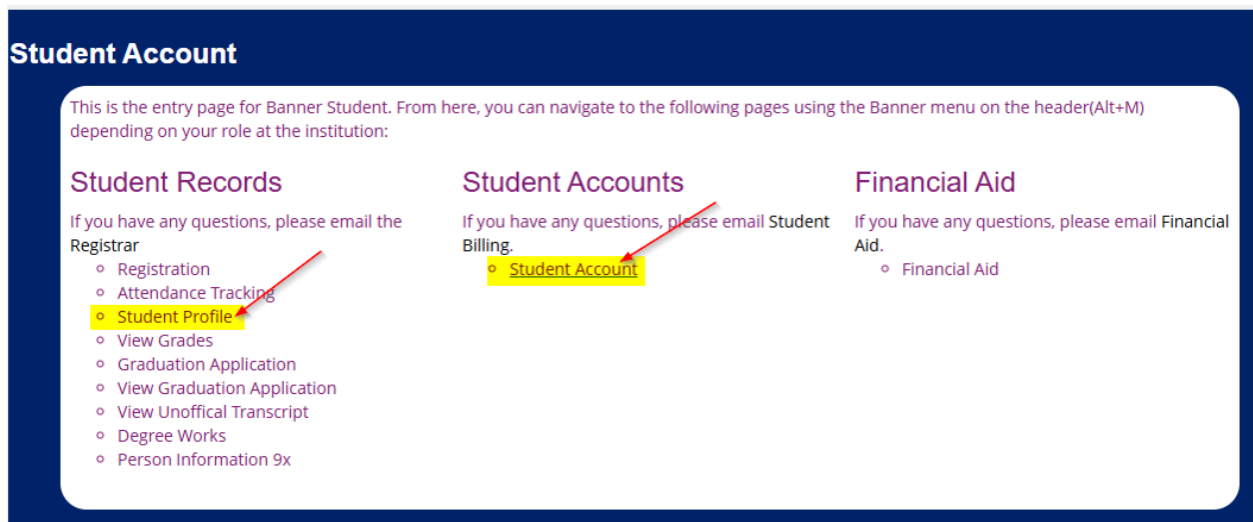


## STUDENT ACCOUNTS/BILLING – ADDING AN AUTHORIZED USER FOR MAKING PAYMENTS AND VIEWING BILLING INFORMATION

Log in to Student Self Service by clicking on the Banner (Student Self-Service) link on the [My CommonwealthU | Commonwealth University](#) page.



From the page below you can simply click on Student Account. You can also access Student Accounts by going into your Student Profile. Student Accounts is located on the left-hand side.



ellucian

Student • Student Profile

Student Profile - Christine, Julia M. (ID: 114000000)

rm | Fall 2023 Current term | Standing: Good Standing, as of Summer II SF 2021 | Overall Hours: 30 | Overall GPA: 4.00

**Bio Information**  
 Email: [REDACTED]  
 Phone: [REDACTED]  
 Date of Birth: [REDACTED]  
 Ethnicity: [REDACTED]  
 Race: [REDACTED]  
 Emergency Contact: [REDACTED]  
 Emergency Phone: [REDACTED]

**General Information**  
 Level: [REDACTED]  
 Class: [REDACTED]  
 Status: [REDACTED]  
 Student Type: [REDACTED]  
 Residency: [REDACTED]  
 Campus: [REDACTED]  
 Matriculated Term: [REDACTED]  
 Last Term Attended: [REDACTED]

**Curriculum and Courses**  
 Prior Education and Testing  
 Additional Links  
 Academic Transcript  
 Registration  
 Application to Graduate  
 View Submitted Graduation Applications  
 Student Class Schedule  
 View Grades  
**Student Accounts**

**CURRICULUM, HOURS & GPA**  
 Primary Secondary Hours & GPA  
 Degree: Bachelor of Science  
 Level: Undergraduate  
 Program: Bachelor of Science  
 College: No College Designated  
 Major: Bus. Admin., Accounting  
 Concentration: Not Provided  
 Minor: Not Provided  
 Concentration: Not Provided  
 Catalog Term: Fall 2020

**REGISTERED COURSES**  
 Not Registered  
 Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0

To add a parent or authorized user to have access to your student account information click on the 'My Profile' tab and select 'Authorized Users' and then 'Add Authorized User'. Enter the email address of the person to be authorized and click 'Continue'.

My Account • **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: [REDACTED]

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

Cancel **Continue**

Confirm the information and check the agree box and click 'Continue'.

**Agreement to Add Authorized User**

I hereby authorize **PASSHE Commonwealth University of Pennsylvania** to grant **tracyanrh@yahoo.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 04/13/2023 4:25:03 PM EDT.

For fraud detection purposes, your internet address has been logged:  
 131.161.96.239 at 04/13/2023 4:25:03 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.**

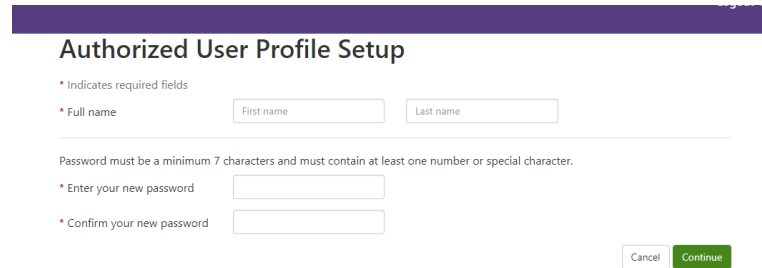
Please check the box below to agree to the terms and continue.

☒ **Agree**

Cancel Print Agreement **Continue**

The authorized user will receive two emails. One with their username, which is the email you entered, and one with a temporary password (these are sent separately for security). You will also receive an email confirming the authorized user being linked to your profile.

The authorized user will click on the link in the email and proceed to set up their information.



The screenshot shows a web form titled "Authorized User Profile Setup" with a purple header bar. Below the title, there is a note: "\* Indicates required fields". The form contains several input fields: a "Full name" label followed by "First name" and "Last name" input boxes; a password requirement note stating "Password must be a minimum 7 characters and must contain at least one number or special character."; an "Enter your new password" label with an input box; and a "Confirm your new password" label with an input box. At the bottom right, there are two buttons: "Cancel" and "Continue".

**Authorized User Profile Setup**

\* Indicates required fields

\* Full name

Password must be a minimum 7 characters and must contain at least one number or special character.

\* Enter your new password

\* Confirm your new password

Once everything is set up they will be able to view the same information you view when going into your Student Account.