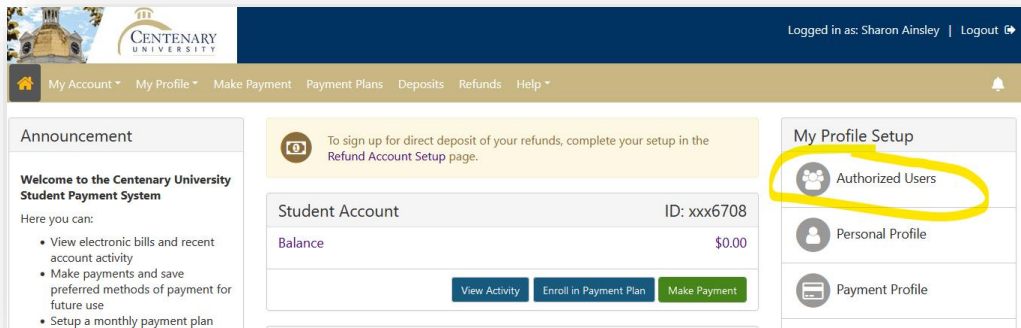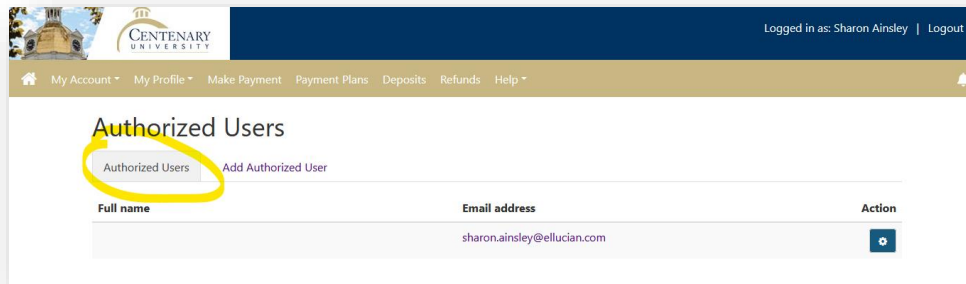# Office of Information Technology
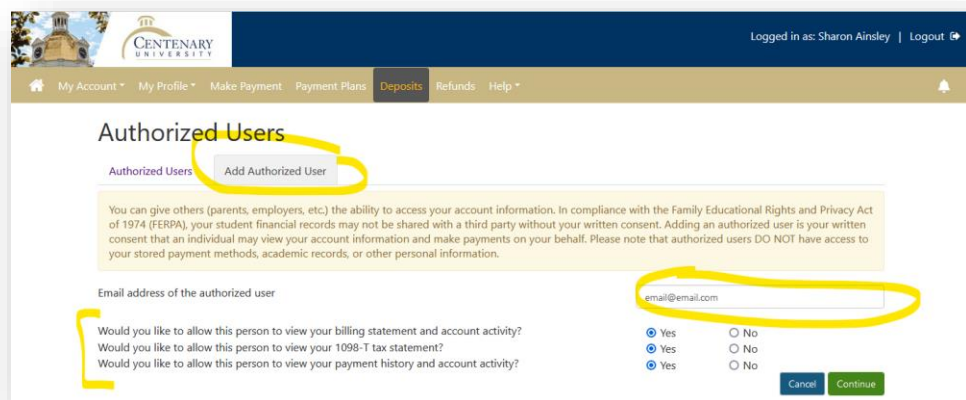# Adding Authorized Users to the New Payment Center

1. Students must authorize access to their Student Account in the Touchnet portal. This can be done by using the **'Authorized Users'** link on the right side of the Touchnet Payment Center home screen.

2. Existing authorized users will be list on the main tab.

3. Click to the **'Add Authorized User'** tab to add new users.
   Enter the email address of the new authorized user and answer the questions, then click the **Continue Button**.

4. An agreement page will display. You should read this agreement and click the 'I Agree' checkbox. Use the green 'Continue' button to confirm. This will send a confirmation to the email you entered with instructions for your authorized user to access your account.

5. Your authorized user should follow all instructions provided in the confirmation email to set up their account access. Once these steps have been completed, they may log into the TouchnNet Payment Center at https://secure.touchnet.net/C20687_tsa/web/login.jsp