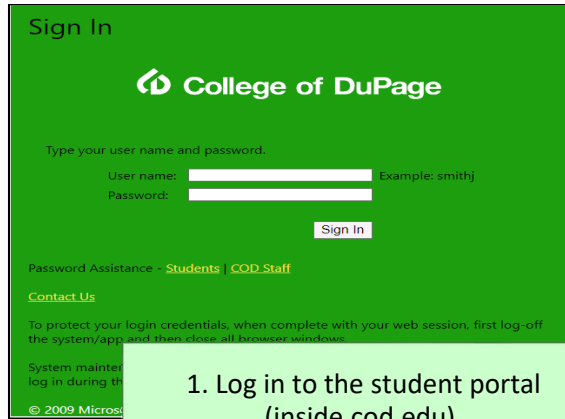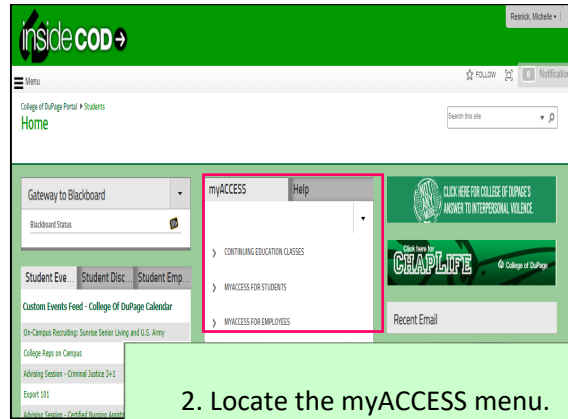# Payment Plans: Assign an Authorized User

An authorized user is an individual designated by the student to either make a payment on the student's behalf and/or have access to the student's account information. The student is still the primary party responsible for ensuring all tuition and fees are paid in full by the scheduled payment date.
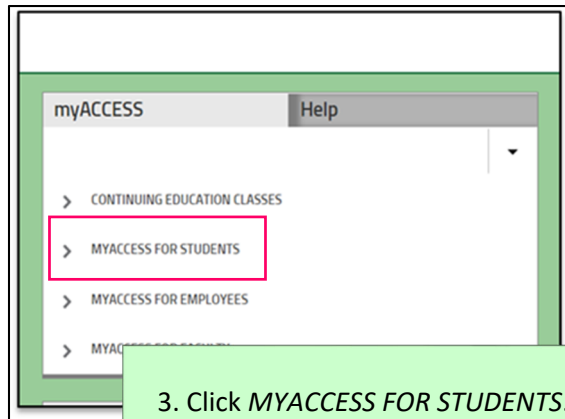
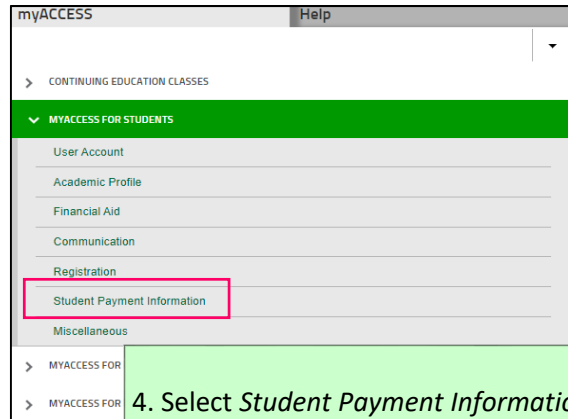**Follow these simple instructions to assign an authorized user:**

1. Log in to the student portal (inside.cod.edu).
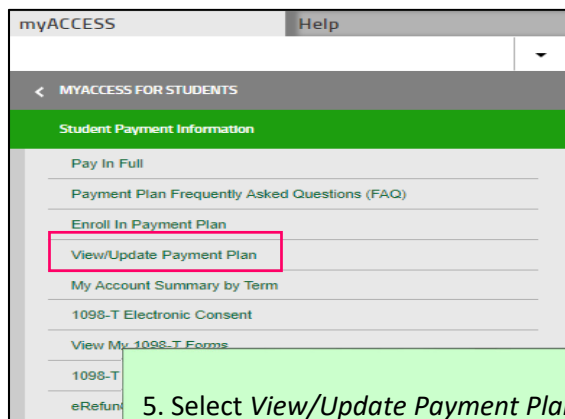

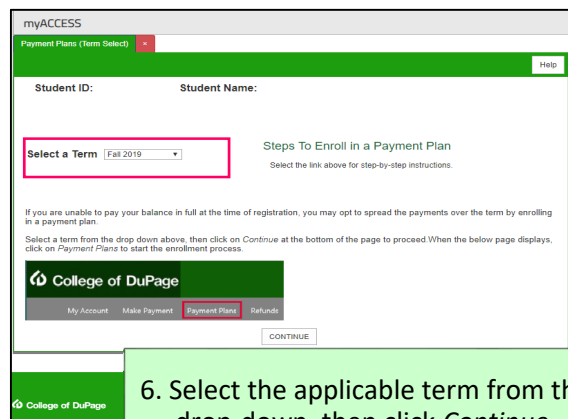2. Locate the myACCESS menu.

3. Click *MYACCESS FOR STUDENTS*.

4. Select *Student Payment Information.*

5. Select *View/Update Payment Plan*.

6. Select the applicable term from the drop-down, then click *Continue*.

- Currently there is no activity on your account Student Account.
- Currently there is no activity on your account Continuing Education.

Announcement

Welcome to your College of DuPage Student Account Center.

To Enroll in a Payment Plan, select the tab at the top of this page.

Visit the Payment Options for additional information.

View Account: Student Account: $0.00 ▼ View

Student Account ID: xxx1542

Student Account There is no activity on this account at this time.

My Profile Setup

Authorized Users

Personal Profile

7. On the right-hand side of the page, under *My Profile Setup*, select *Authorized Users*.

Authorized Users

Authorized Users | Add Authorized User

No authorized user has access to your account information.

8. Click *Add Authorized User*.

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

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

Cancel   Continue

9. Enter the email address of the authorized user.

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

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

Cancel   Continue

10. A question will appear asking if you want the authorized user to have access to your payment history and account history. Select *Yes* or *No*, then click *Continue*.

Agreement to Add Authorized User

I hereby authorize **College of DuPage** to grant ▮▮▮▮▮▮▮▮ 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 10/9/19 3:14:09 PM CDT.

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

192.203.137.198 at 10/9/19 3:14:09 PM CDT

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

11. Read through the agreement, check the box agreeing to the terms, click *Continue*.

Authorized Users

Thank you. We have sent an e-mail to ▮▮▮▮▮▮▮▮ with instructions on how to log in and view your payment plan information. This person will log in using the e-mail address you provided.
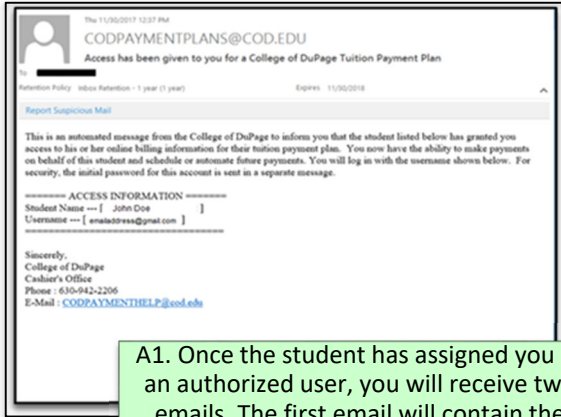
Authorized Users | Add Authorized User

Full name	Email address	Action
	▮▮▮▮▮▮	⚙

12. A confirmation page will appear and an email will be sent to the authorized user's email address entered in step 9.
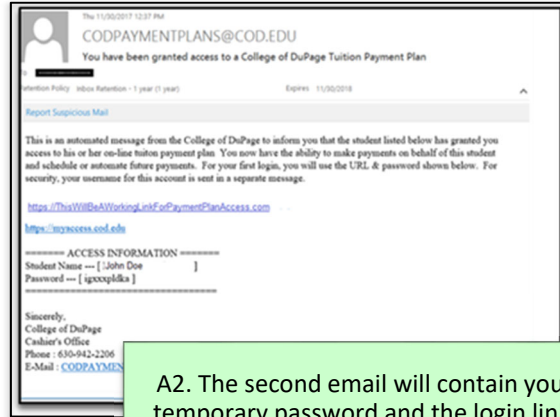
Payment Plans: Log in as an Authorized User

Once a student has assigned an authorized user, the authorized user will be sent two separate emails from CODPaymentPlans@cod.edu. The first email will denote access has been granted and include the username. The second email will contain the temporary password and the link to login.
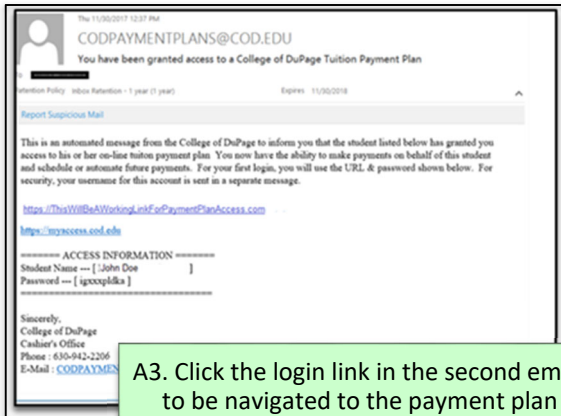
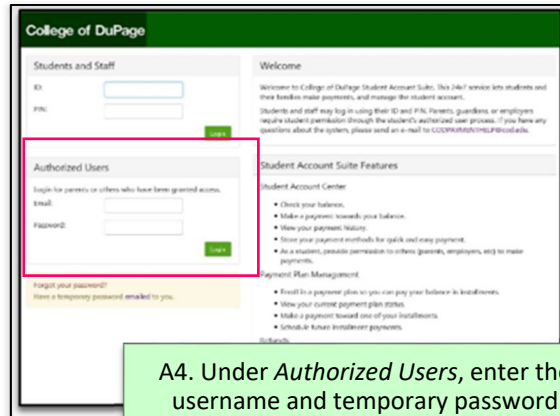**Follow these simple instructions to log in as an authorized user:**

A1. Once the student has assigned you as an authorized user, you will receive two emails. The first email will contain the username.

A2. The second email will contain your temporary password and the login link.
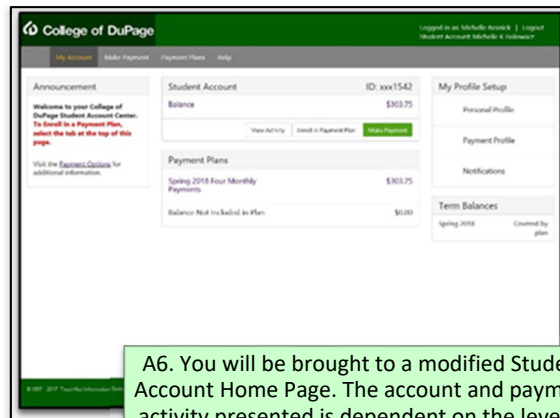

A3. Click the login link in the second email to be navigated to the payment plan webpage.

A4. Under *Authorized Users*, enter the username and temporary password emailed to you in step A1.

A5. On the *Authorized User Profile Page*, enter your first name, last name, and new password, then click *Save*.

A6. You will be brought to a modified Student Account Home Page. The account and payment activity presented is dependent on the level of access granted to you by the student.