

# Add Authorized User for Chatham University TouchNet account

1 Navigate to your student portal

2 Click "Authorized Users"

The screenshot shows a student portal interface. At the top, a purple header bar displays "Logged in as: [redacted] | Logout". Below this is a navigation bar with "nds" and "Help" on the left, and a notification bell with a "2" on the right. The main content area is split into two columns. The left column contains a pink alert box with the text "payment that needs to be paid immediately." Below this is a table with financial data:

ID: [redacted]	
	\$37,000.00
	\$48,919.00
s	-\$11,919.00

At the bottom of this section are three buttons: "View Activity", "Enroll in Payment Plan", and "Make Payment". The right column is titled "My Profile Setup" and contains a list of menu items: "Authorized Users" (highlighted with an orange circle), "Personal Profile", "Security Settings", and "Electronic Refunds".

3 Click "Add Authorized User"

CHATHAM UNIVERSITY  
STUDENT ACCOUNTS

My Account ▾ My Profile ▾ Make Payment Payment Plans Deposits Refunds Help ▾

## Authorized Users

Authorized Users Add Authorized User

Full name	Email address
[REDACTED]	[REDACTED]

4 Add your authorized user's email information and select what you would like them to have access to

**5** Click this button field.

your account information. In compliance with the Family Educational Rights and Privacy Act, we do not share your personal information with a third party without your written consent. Adding an authorized user is your written consent. An authorized user can view your account activity and make payments on your behalf. Please note that authorized users DO NOT have access to your personal information.

- Would you like to receive my payment plan communications?
  - Would you like to receive my payment plan communications?
  - Would you like to receive my payment plan communications?
- Yes       No  
 Yes       No  
 Yes       No

Cancel Continue

**6** Click "I Agree" and you will see your authorized user added to your account.

Would you like to receive my payment plan communications?

This agreement is dated {06/06/2024 12:09:10 PM EDT}.

For fraud detection purposes, your internet address has been logged: {66.207.141.241} at {06/06/2024 12:09:10 PM EDT}

**Any false information entered hereon constitutes as fraud and subjects to prosecution under both Federal and State laws of the United States. Viola extent of the law.**

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

I Agree

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Make sure your authorized user has received an email from Chatham University that gives them access to your student portal!