



HOW TO SET UP AN AUTHORIZED USER

ADD YOUR PARENTS/GUARDIANS/FAMILY SO THEY CAN VIEW AND PAY BILLS!

2021-2022



READ THIS FIRST!

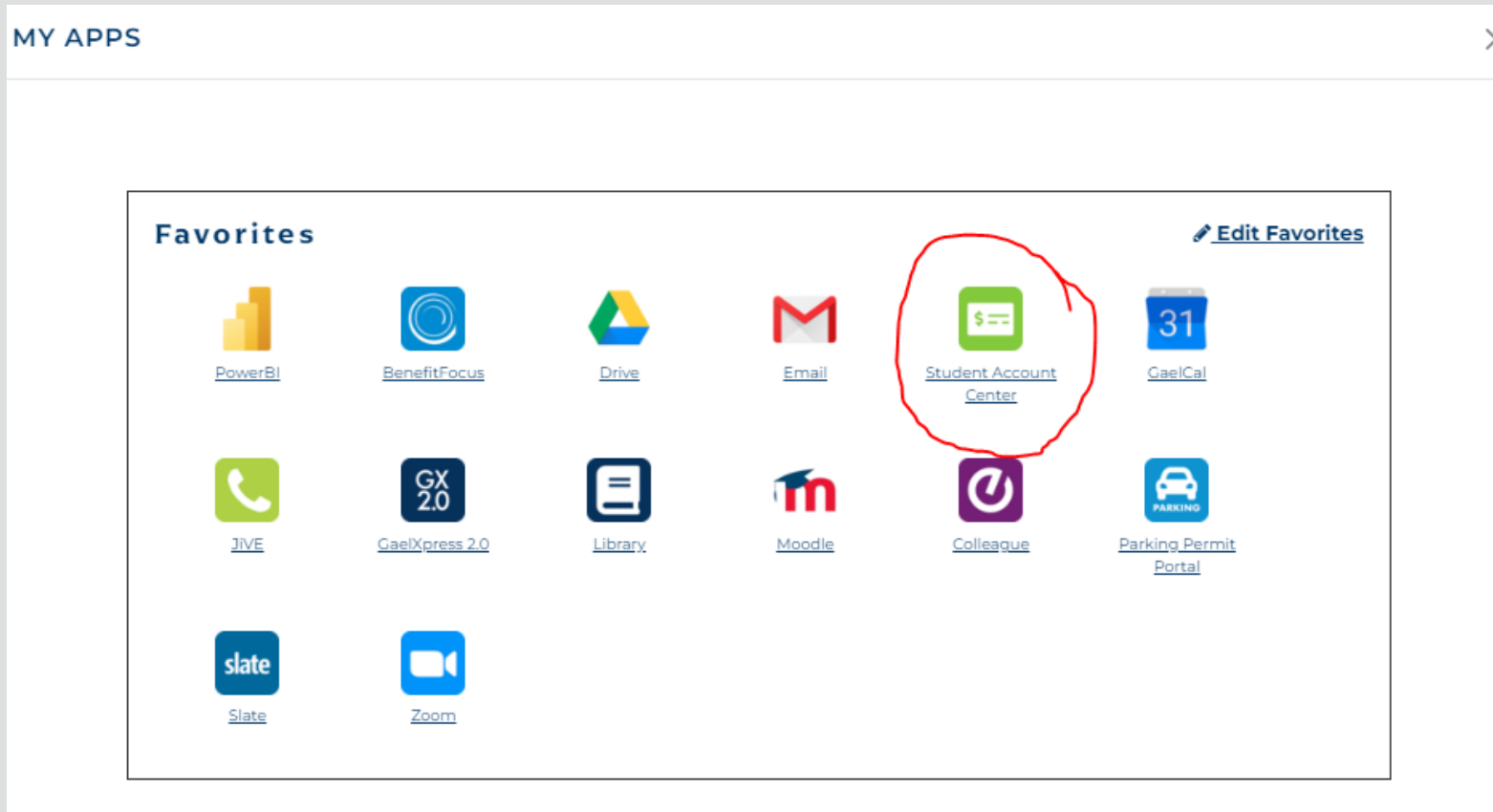
- Are you a student? If not, grab your student (or Facetime them). Your student is the only one who can add you as an authorized user!



This only needs to be done once! After set up, you will no longer need your student's assistance accessing the bill.

GO TO THE STUDENT ACCOUNT CENTER

- Step one is to Log into your MySMC account and, under All Apps, click on "Student Account Center"



ADD AUTHORIZED USER

- You can now view your Student Account Center. Look to the right, and you will see a box that says “Add Authorized User”. Click there!

New Account: Alexandra Marie Bibby

Currently there is no activity on your account.

[View Activity](#) [Make Payment](#)


My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements


ADD AUTHORIZED USER


- Click on the “Add Authorized User” tab
- Enter the authorized user’s email address
- Make sure to agree to both terms and conditions so that the authorized user is able to view/pay your bill


Authorized Users

Authorize  **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 billing statement and account activity?  Yes No

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

ADD AUTHORIZED USER

- The Authorized User will then receive an email with a temporary password. They will log in with the link provided and create a password.
- Note: The temporary password will expire in 24 hours
- Once this is complete, the Sign Up is successful and the authorized user will be able to log in at any time to view/pay the bill





THANK YOU!

Comments? Questions? Concerns?

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