

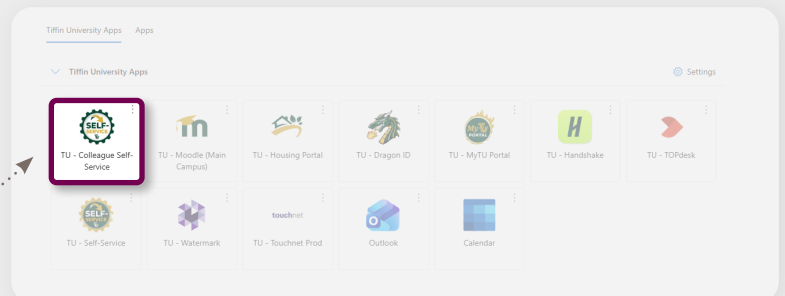
# SETTING UP AN AUTHORIZED USER



Students can add an authorized user (such as a parent) to their Tiffin University account to make payments and manage settings.

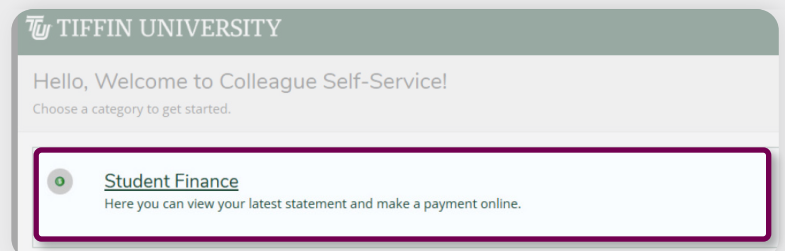
## STEP 1

Log into **MyApps** and select the **TU - Colleague Self-Service** tile.



## STEP 2

Click on the **Student Finance** tile.



## STEP 3

Click **Make a Payment**.



## STEP 4

Click on **Continue to Payment**.

You are moving to the...

### Secure Payment Center

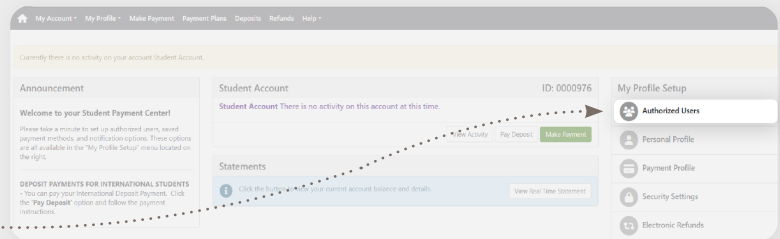
To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

**Continue to Payment Center**

## STEP 5

Click **Authorized Users**.



## STEP 6

Select **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.

## STEP 7

Enter **email address** and select options.

Click **Continue**.

### Authorized Users

**Authorized Users** | **Add Authorized User**

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Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?  
Would you like to allow this person to view your payment history and account activity?  
Would you like to allow this person to receive your payment plan communications?

Yes  No  
 Yes  No  
 Yes  No

**Continue**

## STEP 8 - Agreement to Add Authorized User

Check box next to I agree.

Click **Continue**.

Agreement to Add Authorized User

I hereby authorize **Tiffin University** to grant andrea.faber.08@gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods 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.

Access to my accounts also includes the ability to :

- Receive my payment plan communications

This agreement is dated 03/05/2026 3:58:16 PM EST.

For fraud detection purposes, your internet address has been logged:  
198.30.131.105 at 03/05/2026 3:58:16 PM EST

**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**

## STEP 9


Once setting up an authorized user, the authorized user will **receive an email** with instructions on how to log in and view billing and payment information.

Authorized users get their own **ID numbers** and **passwords**.

To make any changes, click on the **cog icon**.

Authorized Users

Thank you. We have sent an e-mail to sarahsmith@gmail.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

Authorized Users	Add Authorized User
Full name	Email address
	sarahsmith@gmail.com
Action	
	
	Edit
	Delete
	Show Agreement