HOW TO SET UP

Authorized Users
Authorized User in MyZou

If a parent/guardian is set up in myZou they can have access to student account info (only 1098T), academics, financial aid info and directory information – the set up AAA users in myZou has not changed.

Authorized User in TouchNet

If a parent/guardian is setup in TouchNet they will have access to the student financials. This will give them access to the billing statement, current activity since the last billing statement.

**Authorized Users will need to be set up in two locations if the student wants to give them access to all information.**
Authorized User in TouchNet

Follow the Step-by-Step instructions to set up an Authorized User in TouchNet via MyZou.
1. Log into your MyZou Account and click 'Student Center'
2. On your Student Center, click 'TouchNet Student Center Link'
3. Enter your Pawprint and Password. You will be sent a verification code, you will enter it after this screen.
4. Click on 'Authorized Users'
5. Click On 'Add Authorized User'
6. Add the email address and mark what access you would like the user to have. The authorized user will receive an email to complete the process.
Authorized User in MyZou

Follow the Step-by-Step instructions to set up an Authorized User in MyZou.
1. Log into your MyZou Account and click 'Student Center'
2. Click on 'Granting others online access to your records'
3. Make sure you are on the AAA Tab. Click on 'Add Member' then enter the name and email address. Additional Authorized Access user will receive an email to complete the process.

1. Click on 'Add Member'

2. Then enter the name email address.
For more information contact Mizzou's Cashiers Office

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Office Hours
Monday – Friday, 9:00am - 11:30am &
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