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'
Enter your Pawprint and Password. You will be sent a verification code, you will enter it after this screen.
Welcome MU Students & Authorized Users!

This portal will be your virtual one-stop shop for all aspects related to your student financials account. From here you will be able to view and pay your bill, sign up for direct deposit, and schedule any future payments.

The first Fall Bill will be generated on July 15th and due August 10th.

Signing up for direct deposit is the fastest way to receive your student and/or Parent Plus refund. Visit the Refunds tab to sign up.

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.

2. Then enter the name email address.

1. Click on 'Add Member'
For more information contact Mizzou's Cashiers Office

Office of Cashiers
University of Missouri-Columbia
Cashiers Office
325 Jesse Hall
Columbia, MO  65211
Phone: (573) 882-3097
Fax: (573) 882-4453
Email: 4cash@missouri.edu

Office Hours
Monday – Friday, 8am – 5pm

We will be closed the first Wednesday of every month from 8am-9:30am for an all staff meeting.

How are we doing? Please click here to provide feedback.