**How a Student can grant the Authorized User permission to view the 1098-T**

1. Login to MyZou and click on the Financial Account tile.

![Financial Account Tile](image1)

2. Click the link to Login to TouchNet

![Login to TouchNet](image2)

**Use the TouchNet link below to:**
- Add, update, or remove direct deposit information
- View your bill
- Pay your bill
- Grant others access to view and pay your bill
- Setup billing text alerts and more!
3. Enter your MyZou username and password

4. Click on Authorized Users to the right
5. Click the wheel to the right of the user you want to update

6. Click “Edit”

7. Check the “Yes” box for the 1098-T, then “Update User” to confirm the changes