

Setting Up Authorized Users

Step-by-Step Guide



Cashiers Office
University of Missouri

Authorized User: myZou vs. TouchNet

Authorized User in myZou

A parent or guardian must be granted Additional Authorized Access (AAA) in myZou by their student for the parent or guardian to be able to view online information such as student account information, academics, financial aid, and directory information.

Authorized User in TouchNet

A student can grant Authorized User access in TouchNet to a parent or guardian which will allow them access to student financials such as billing statements, account activity, 1098-T tax statements, and to make payments. The authorized user will create their own login credentials after being granted access by their student.



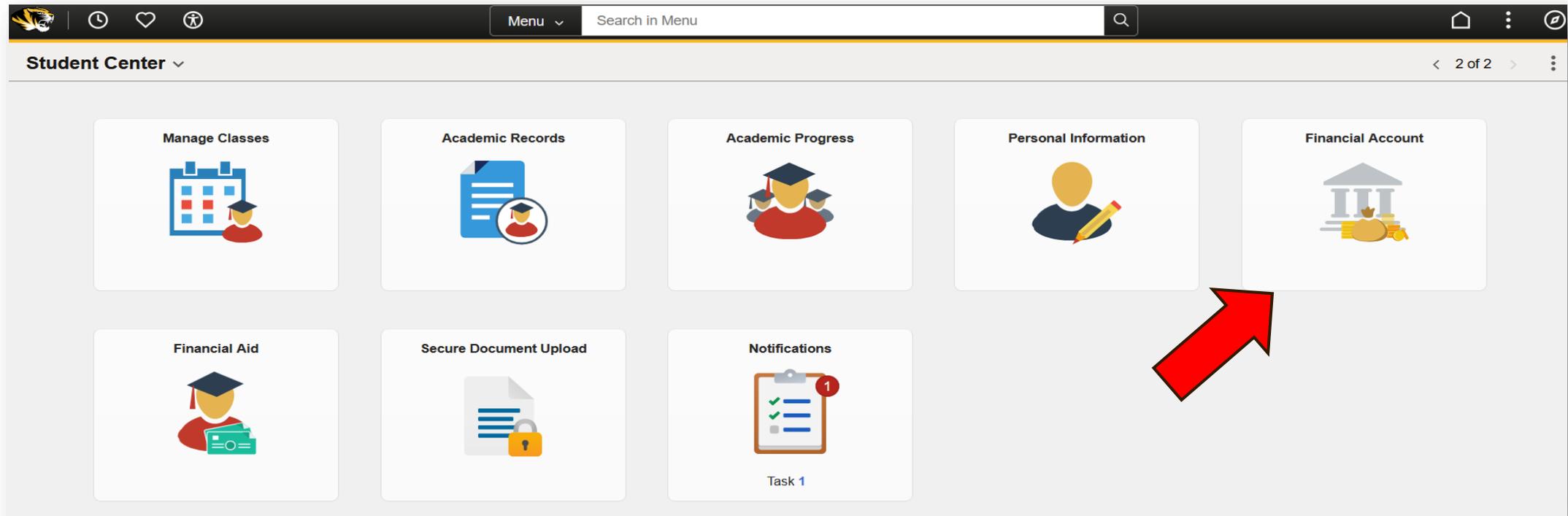
Adding an Authorized User in TouchNet



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Setting Up Authorized Users: Adding and Authorized User in TouchNet

Step 1: Navigate to myzou.missouri.edu and select the “Financial Account” tile.



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Step 2: Select “Log into TouchNet” and click “Proceed to TouchNet.”

Student Financial Account

Log into TouchNet

Bookstore Receipts

Paid Fees Letter

Optional Fees

Tax Information

TouchNet

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!

Proceed to TouchNet



Setting Up Authorized Users: Adding and Authorized User in TouchNet

Step 3: Select “Authorized Users” under My Profile Setup.

The screenshot displays the Cashiers Office website interface. At the top, the logo for the University of Missouri Cashiers Office is visible, along with a 'Logged in as' indicator and a 'Logout' button. A navigation bar contains links for 'My Account', 'Make Payment', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into several sections:

- Announcement:** A section titled 'Welcome MU Students & Authorized Users!' providing a general overview of the portal's services.
- Friendly Reminders:** A list of important notices, including 'We are Cashless!', 'Refunds' processing schedule, and 'Customer Service Hours'.
- Student Account:** A summary card showing the account ID as 'xxxx2918' and a current balance of '\$0.00'. It includes 'View Activity' and 'Make Payment' buttons.
- Statements:** A section for viewing recent statements, such as the 'Your latest eBill Statement (11/16/20) Statement : \$0.00' and 'Your latest 1098-T Tax statement 2020 1098-T Statement', each with a 'View Statements' button.
- My Profile Setup:** A vertical menu on the right side containing options: 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', 'Consents and Agreements', 'Electronic Refunds', and 'Auto Bill Pay'. A red arrow points to the 'Authorized Users' option.



Setting Up Authorized Users: Adding and Authorized User in TouchNet

Step 4: Enter the email address of the Authorized User you are adding and select what permissions you wish to grant, then hit “Continue.”

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[Home](#) [My Account](#) [My Profile](#) [Make Payment](#) [Deposits](#) [Refunds](#) [Help](#)

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.

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 1098-T tax statement? Yes No

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

[Cancel](#) [Continue](#)



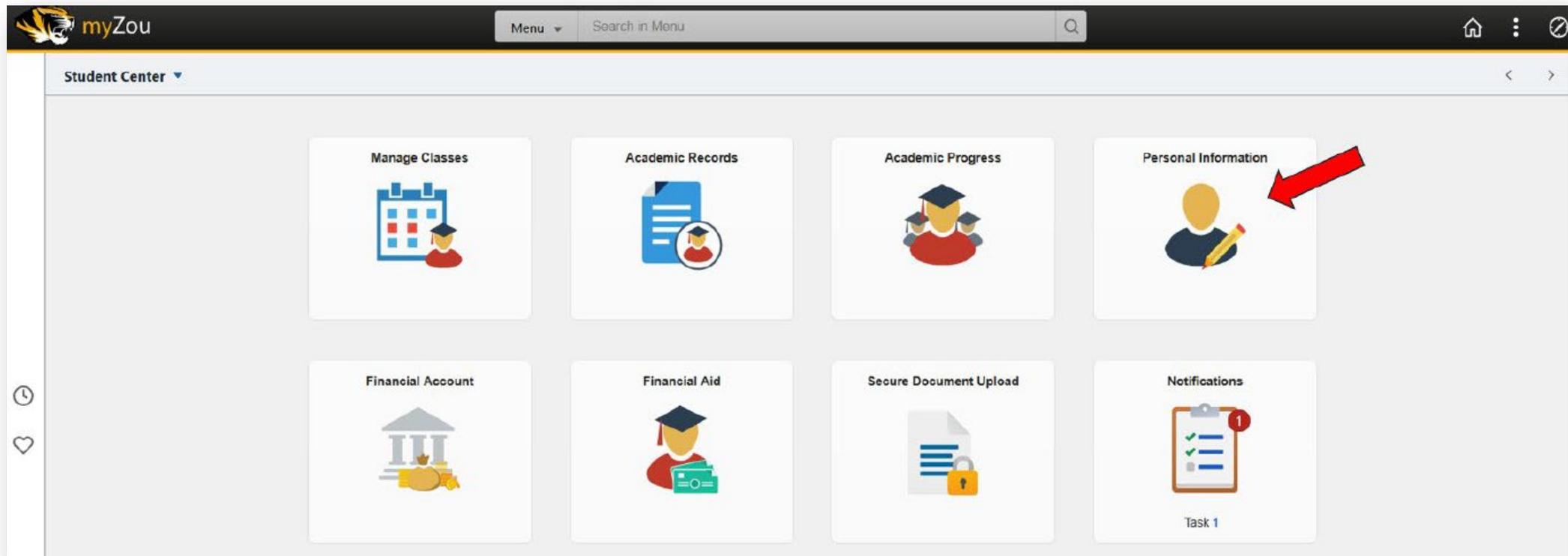
Adding An Additional Authorized Access User in myZou



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Setting Up Authorized Users: Adding An Additional Authorized Access User in myZou

Step 1: Navigate to myzou.missouri.edu and select the “Personal Information” tile.



Setting Up Authorized Users: Adding An Additional Authorized Access User in myZou

Step 2:

Select the “Information Privacy” tab and then AAA Permission.

Click on “Add Member.”

Add the Authorized User’s information and click “Save”. An email will be sent to the new user to complete the registration process.

The screenshot shows the 'Student Personal Info' page in myZou. The left sidebar contains a menu with the following items: Demographic Information, Names, Email Addresses, Addresses, Phone Numbers, Emergency Contacts, Emergency Mass Notification, Information Privacy (highlighted), Additional Authorized Access (highlighted), FERPA Release, FERPA Restrictions, and Verify Social Security Number. The main content area is titled 'Granting others online access to your records'. It includes a paragraph explaining that Mizzou students can grant direct and authorized online access to their student information, and a note that the University is not responsible for unauthorized disclosure. Below this is a section for 'Granting others online access to your records' with a '1 of 1' dropdown. The form contains fields for 'Name', 'E-Mail Address', and 'Confirm E-Mail', each with a redacted value. There are 'Resend E-mail Invitation' and 'Delete' buttons. The 'Access Granted' section has checkboxes for 'Student Account Information', 'Academic Information', 'Financial Aid Verification', 'Directory Information', and 'Financial Aid'. The 'Add Member' and 'Save' buttons are at the bottom, with a red arrow pointing to 'Add Member'.



Questions?

For more information contact Mizzou's Cashiers Office:

Cashers Office

University of Missouri-
Columbia
325 Jesse Hall
Columbia, MO 65211

Office Hours

Monday – Friday
8:00AM – 5:00PM CST

Call Center Hours

Monday – Friday
8:30am – 11:30AM &
12:00PM – 4:30PM CST

Phone: (573) 882-3097
Fax: (573) 882-4453

Self Service Portal:
mizzou.us/askcashiers

