Setting up Authorized Users

Step-By-Step Guide
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 making payments. The authorized user will create their own login credentials after being granted access by their student.

Note: For authorized access to both systems, the student will need to grant permission in both myZou and TouchNet.
Adding an Authorized User in TouchNet
1. Log into myZou Student Center and select “Financial Account”
2. Select “Proceed to TouchNet” to log in to your TouchNet account
3. Select “Authorized Users” under My Profile Setup
4. Enter the email address of the Authorized User you are adding and select what permissions you wish to grant, then hit “Continue”

Note: The Authorized User will receive an email to finish setting up their account.
Adding an Additional Authorized Access User in myZou
1. Log into your myZou Student Center and select “Personal Information”
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.
Questions?

For more information contact Mizzou's Cashiers Office

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