



Cashiers Office
University of Missouri



Setting up Authorized Users

Step-By-Step Guide



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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



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1. Log into myZou Student Center and select "Financial Account"



myZou

Menu ▾

Search in Menu



Student Center ▾

Manage Classes



Academic Records



Academic Progress



Personal Information



Financial Account



Financial Aid



Secure Document Upload



Notifications



Messages 45







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2. Select "Proceed to TouchNet" to log in to your TouchNet account


< Student Center


Student Financial Account

 Log into TouchNet

 Bookstore Receipts

 Paid Fees Letter

 Optional Fees

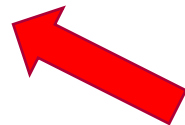
 Tax Information

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](#)





3. Select "Authorized Users" under My Profile Setup

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Logged in as: [REDACTED] | Logout

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

Announcement

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 electronic refunds, view 1098T forms, and schedule any future payments.

Friendly Reminders

- We are Cashless!** All student account payments will need to be made online via ACH and/or credit/debit cards. Payments that cannot be made online (ie: 529 plans) can be mailed to our office. Mailed payments will be posted twice a week.
- Refunds** will only be processed on Tuesdays and Thursdays, with printed checks mailed out on Wednesdays. **Signing up for electronic refunds is the fastest way to receive your student and/or parent plus refund.** Visit the Refunds Tab to sign up!
- Customer Service Hours:** 9am-11:30am; Noon-4pm, Monday through Friday

International Students - Important Message:

Now you can make your International payments in your own local currency and to a local bank account. Visit TransferMate at:
<https://universityofmissouri.transfermateeducation.com/>

Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account

ID: xxxx2918

Balance \$0.00

[View Activity](#) [Make Payment](#)

Statements

Your latest eBill Statement (11/16/20) Statement : \$0.00 [View Statements](#)

Your latest 1098-T Tax statement 2020 1098-T Statement [View Statements](#)

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds
- Auto Bill Pay

Term Balances



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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.

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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?

Would you like to allow this person to view your 1098-T tax statement?

Would you like to allow this person to view your payment history and account activity?

☒ Yes

☐ No

☒ Yes

☐ No

☒ Yes

☐ No

Cancel

Continue



Adding an Additonal Authorized Access User in myZou



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1. Log into your myZou Student Center and select "Personal Information"



myZou

Menu ▾

Search in Menu



Student Center ▾

Manage Classes



Academic Records



Academic Progress



Personal Information



Financial Account



Financial Aid



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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.

Student Center

Demographic Information

Names

Email Addresses

Addresses

Phone Numbers

Emergency Contacts

Emergency Mass Notification

Information Privacy

Additional Authorized Access

FERPA Release

FERPA Restrictions

Verify Social Security Number

Student Personal Info

AAA Permission

FERPA Permission

Granting others online access to your records

Mizzou students can grant others direct and authorized **online** access to their student information, which may include, but is not limited to, academic, financial aid, and student financial information.

By authorizing Additional Authorized Access to a member, a student acknowledges that the University is not responsible for any unauthorized disclosure of their information by that member.

Below is a list of those members to which you have granted access.

Granting others online access to your records

1 of 1

Resend E-mail Invitation

Delete

Name

E-Mail Address

Confirm E-Mail

Access Granted

☒ Student Account Information

☒ Directory Information

☒ Academic Information

☒ Financial Aid

☐ Financial Aid Verification

[Explain These Options](#)

Add Member

Save



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Questions?

For more information contact Mizzou's Cashiers Office

Office of Cashiers

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

Office Hours

Monday-Friday
9:00AM - 11:30AM
& 12:00PM -
4:00PM

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