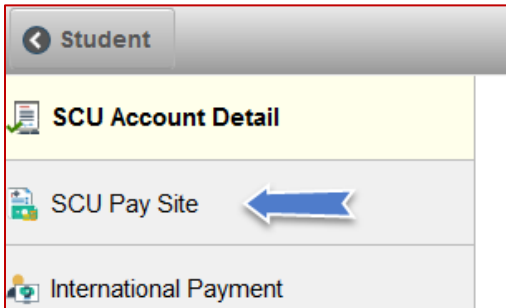


HOW TO SET UP AN AUTHORIZED USER

- The student can set up, delete an Authorized User, or reset the password.
- Only the Authorized User can edit their secret question, password (after login), or email.

Students log in at www.scu.edu/ecampus to set up Authorized Users
Click the Financial Accounts tile, click SCU Pay Site



NOTE: Setting up an Authorized User is not the same as signing a FERPA. The FERPA release allows the University staff to communicate information about a student's account with a third party (parents are a third party) without the student being present. Students sign the FERPA release through their ecampus account. Click the Academics tile, click FERPA release to enter the information. Add more people by clicking the Add button.

This is the student's CashNet/Blackboard landing page.

Messages

REMINDER-payment for fall is due August 21 for returning students. Students can still waive the health insurance by going to www.scu.edu/cowell/insurance. You will be assessed a non-refundable \$100 late fee if doing so after 8/21/17.

Your Account

Click [here](#) to make a payment

Balance from prior bill	\$0.00
Account activity since prior bill	\$0.00
Current account balance	\$0.00
Anticipated aid	\$0.00
Projected account balance	\$0.00

Click [here](#) to view details

Your Recent Payments

[View All](#)

You have no recent payments.

Authorized Users

[Add New](#)

You currently have the following Authorized Users set up.

Be	Edit Delete
TE	Edit Delete

Your Bills

[View All](#)

To view all your bills click 'View All'.

✉ Billing Statement	08/31/2017	View
📎 Billing Statement	11/30/2015	View
📎 Billing Statement	08/29/2014	View

Click [here](#) to make a payment

Installment Payment Plans

[Enroll in the UGRD payment plan](#)

Scheduled Payments

[Click here to schedule a one-time payment](#)

Saved Accounts

[Add New](#)

You have no saved payment methods.

Account Preferences

[SMS Alert Setup](#)

In the Authorized Users box, click Add New. Students can enter as many Authorized Users as needed. Each one will have their own Login ID and password.

The student enters in the Authorized Users information.

Students - Create a name for your authorized user(s) and complete the questions.

Authorized User	<input type="text"/>	*
First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Email Address	<input type="text"/>	*
Confirm Email Address	<input type="text"/>	*
Relationship to Student	<input type="text"/>	*
Phone Number	<input type="text"/>	
Address Line 1	<input type="text"/>	
Address Line 2	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip	<input type="text"/>	
Add a note to the welcome email (optional)	<input type="text"/>	

Should this person...

be allowed to log in? Yes No

have permission to access electronic bills and if so, also receive electronic bill email notifications? ▼

receive Installment Payment Plan email notifications? Yes No

be allowed to receive SMS (text message) notifications? Yes No

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

The Authorized User will receive an email notice each month there is activity on a student's account: payment or charge.

The Authorized User will receive the following email once they have been set up as an Authorized User:

Please check spam if the email is not received in a few minutes.

----- Forwarded message -----

From: onestop@scu.edu

To: @com

Cc:

Date: 24 Jun 2014 13:47:06 -0400

Subject: has created an account for you at Santa Clara University

has created an account for you at Santa Clara University.

Hi dad, I set you up as an Authorized User. ←

This is the note this student added when setting up the Authorized User.

Your login information is:

Authorized User: d

Password: c9.

CashNet pages work best with Internet Explorer.
Other Browsers: Clear cache and popup blockers.

To access the account, please click the link below:

<https://commerce.cashnet.com/scupay?LT=P>

(If clicking the link does not work, please copy and paste the information into your browser.)

Authorized Users log in site <https://commerce.cashnet.com/scupay>



When the Authorized User first logs in, they will be directed to reset the password and select a secret question.

This is the Authorized User CashNet landing page.

For future logins, the Authorized User will be sent directly to this page.

<p>Messages</p> <p>REMINDER-payment for fall is due August 21 for returning students. Students can still waive the health insurance by going to www.scu.edu/cowell/insurance. You will be assessed a non-refundable \$100 late fee if doing so after 8/21/17.</p>	<p>Your Bills</p> <p style="text-align: right;">View All</p> <p>To view all your bills click 'View All'.</p> <table border="0"> <tbody> <tr> <td><input checked="" type="checkbox"/> Billing Statement</td> <td style="text-align: right;">07/31/2017</td> <td style="text-align: right;">View</td> </tr> <tr> <td><input checked="" type="checkbox"/> Billing Statement</td> <td style="text-align: right;">06/29/2017</td> <td style="text-align: right;">View</td> </tr> <tr> <td><input checked="" type="checkbox"/> Billing Statement</td> <td style="text-align: right;">05/31/2017</td> <td style="text-align: right;">View</td> </tr> </tbody> </table> <p>Click here to make a payment</p>	<input checked="" type="checkbox"/> Billing Statement	07/31/2017	View	<input checked="" type="checkbox"/> Billing Statement	06/29/2017	View	<input checked="" type="checkbox"/> Billing Statement	05/31/2017	View	
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05/15/2017	\$2,587.00	View									
05/11/2017	\$0.00	View									
<p>Student Links</p> <p style="text-align: right;">Add New</p> <p>You are currently logged into [redacted]. Click on a name below to transfer to that student or click on 'Add New' to create a link to another student. If a link has been deactivated, click on 'Update' to enter new login information or contact the student for assistance.</p> <p>[redacted] Update Remove</p>	<p>Saved Accounts</p> <p style="text-align: right;">Add New</p> <p>You have no saved payment methods.</p>										
	<p>Account Preferences</p> <p>Authorized User: [redacted] Edit</p> <p>Email: [redacted]@scu.edu</p> <p>Change your password.</p> <p>Change your secret question.</p> <p>SMS Alert Setup</p>										

The Authorized User *does not* have access to the student's Authorized User list, Saved Accounts, or Account Preferences.

The Student *does not* have access to the Authorized User's Student links, Saved Accounts, or Account Preferences.

Only the student can delete an Authorized User by logging onto their ecampus account, click the Financial Accounts title, click SCU Pay Site.

NOTE: AN AUTHORIZED USER CANNOT BE DELETED BY THE STUDENT IF THE AUTHORIZED USER LOGS IN AND MAKES A PAYMENT, EVEN ONCE. THE STUDENT CAN EDIT THE USER TO 'NO' FOR ALL ACTIONS. THE AUTHORIZED USER'S NAME WILL NOT BE REMOVED, JUST PREVENTED FROM LOGGING ONTO THE SITE AND PREVENT EMAILS.