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.

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.**

<table>
<thead>
<tr>
<th>Information</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized User</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Confirm Email Address</td>
<td></td>
</tr>
<tr>
<td>Relationship to Student</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Add a note to the welcome email (optional)</td>
<td></td>
</tr>
</tbody>
</table>

**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? Access & Receive Emails
- 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: father@fordom.com
Cc: 
Date: 24 Jun 2014 13:47:06 -0400
Subject: [father@fordom.com] has created an account for you at Santa Clara University

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

Your login information is:
Authorized User: Geoffrey Arnold
Password: c9JbRGKpD

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.

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.