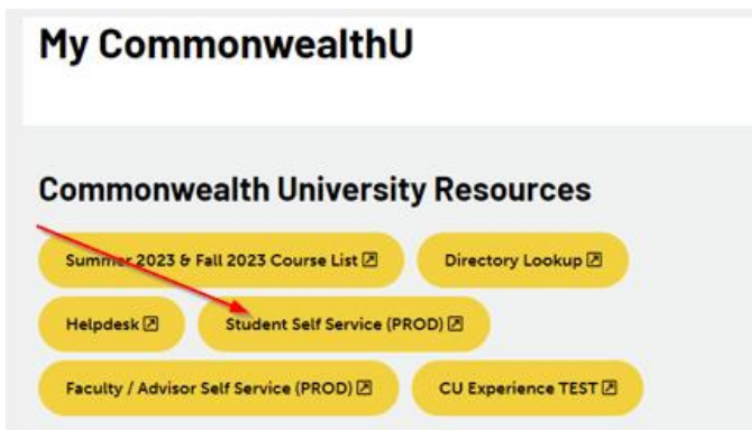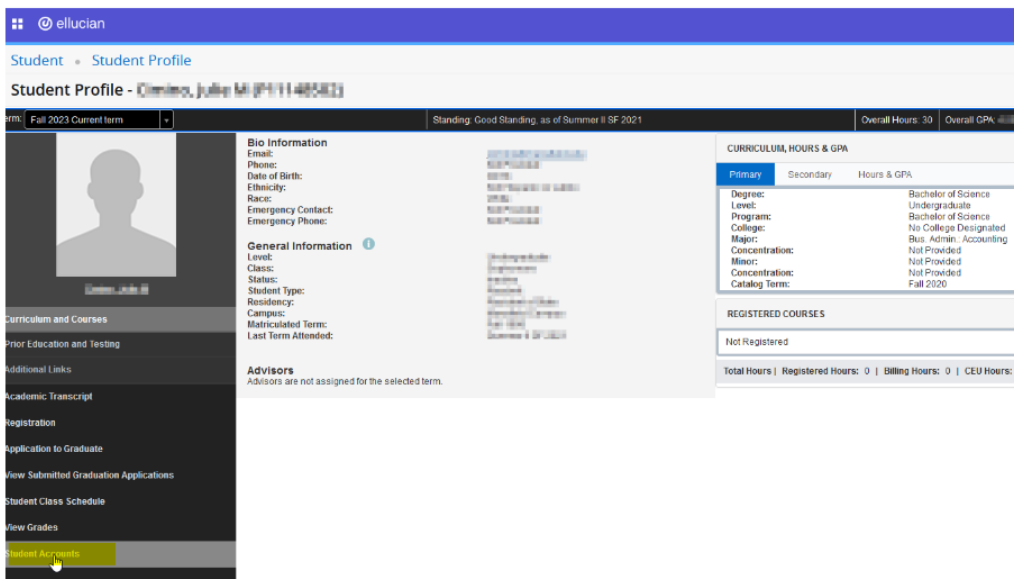## STUDENT ACCOUNTS/BILLING – ADDING AN AUTHORIZED USER FOR MAKING PAYMENTS AND VIEWING BILLING INFORMATION

Log in to Student Self Service by clicking on the link on the [My CommonwealthU | Commonwealth University](#) page.

From the Student Profile page click on Student Accounts located on the bottom left hand side.

To add a parent or authorized user to have access to your student account information click on the 'My Profile' tab and select 'Authorized Users' and then 'Add Authorized User'. Enter the email address of the person to be authorized and click 'Continue'.

Confirm the information and check the agree box and click 'Continue'.

The authorized user will receive two emails. One with their username, which is the email you entered, and one with a temporary password (these are sent separately for security). You will also receive an email confirming the authorized user being linked to your profile.

The authorized user will click on the link in the email and proceed to set up their information.

Once everything is set up they will be able to view the same information you view when going into your Student Account.