What is an Authorized User in TouchNet?

A student may authorize others, (parents, guardians, employers, etc.) to view billing information and/or pay bills on his or her behalf. Please note that authorized users do not have access to your stored payment methods, academic records, or other personal information.

How do I add an Authorized User to my account?

• Using your Purdue career account user name and password, login to myPurdue at https://mypurdue.purdue.edu.

• Click on the Financial tab.
Click on the **Manage My Account** link.

• Click on ‘Add Authorized User’

- Enter the authorized user’s E-mail Address.
- Click Yes if you want to authorize the user to view your billing statement.
- Click Yes if you want to authorize the user to view your 1098-T tax statement.
  **Note: this has to do with taxes**
- Click Yes if you want to authorize the user to view your payment history.
- Click the Continue button.
- Read the Authorization Agreement.
- Check the I Agree checkbox if you agree to the terms.
- Click the Continue button.
• The next screen confirms that the user has been added to your list of authorized users.

**Note:** Click **Edit** to change information for a specific authorized user. Click **Delete** to remove a specific authorized user.

![Authorized Users Table]

• When you are finished conducting business in TouchNet, click on the **Log Out** link in the upper right-hand corner of the screen.

![Log Out Link]