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 Bills & Payments tab.
Click on the **Setup Authorized Users** link.

• 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.

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• 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.

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