Completing Authorized User Setup – Authorized User Dashboard (TouchNet)

Once a student adds an Authorized User – the Authorized User must log in and complete their set up.

An Authorized User will receive **2 emails** after a student has added them. A link will be provided in the emails as well, if not, it is below.

1. **Confirmation email** that the person has been granted online access.

![Confirmation email](image1)

2. **Password email** used to log in the first time.

![Password email](image2)

**Authorized User access link:** [https://secure.touchnet.net/C20841_tsa/web/login.jsp](https://secure.touchnet.net/C20841_tsa/web/login.jsp)
On the site— the user will first be required to add their name (first, last) and change their password.

On the **My Profile** page that opens, the Authorized User will have two options to add, if desired.

- Add a Secondary Email
- Add a Mobile number for text messages regarding billing and payments

In order to add these two options, the Authorized User will be required to set up **Two-Step Verification** under the **Security Settings** tab.
Once completed – navigate back to the Personal Profile tab and add a secondary email address or mobile phone as desired.

You must select the check box if you want text messages about bills and upcoming payments.

Once all is set up – the Authorized Users Payment Dashboard looks very similar to the students, again with limited functionality until July 2024.

**The Authorized User can now set up a Fall 2024 payment plan like the student can!**