Authorized Users – Payment Portal (TouchNet)

This process will allow a student to give access to an Authorized User (third party/parent) allowing them to access the payment portal for items such as statements, making payments and setting up or paying payment plans. There will be a new way to allow access to academic items later.

As of April 2024, the only way to get to the Authorized Users area, is to navigate to NEW MyKU via Payment Plans link.

NEW MyKU > Student Accounts card > Fall 2024 Payment Plans

This opens the NEW Payment Dashboard. Some functionality won’t be available until June or July 2024.

On the right side under My Profile Setup > select Authorized Users.
Select **Add Authorized User**.

Enter the authorized users email address; select the options then click **Continue**.

If the Authorized User is already in the TouchNet system you will see this page, click **I Agree** and **Continue**.

If the Authorized User is new to the system, you will see this page – click **I Agree** and **Continue**.
Should changes be needed, the student can click under **Action** and select edit, delete, or see the agreement.

Selecting Edit will allow the student to change the permissions for the Authorized User, click Update User when complete.