Third Party Access Explanations & Options

There are four primary ways a student can share information with a third party such as a parent – these common methods are listed below. Please remember, regardless of a students age, they are protected under FERPA as soon as they are a matriculating degree seeking student. This can be frustrating for a parent trying to help a student – so please review these options now! Be prepared for later!

FERPA – this is granted online by the student who assigns a third party a pin # which the third party must supply when they call or stop in the office for assistance. This is good for one year only.

- https://www.kutztown.edu/about-ku/administrative-offices/registrar/ferpa.html

Authorized User – Financial Access - This is granted by the student in their NEW Payment Dashboard to allow a third party to get online billing notifications, billing texts and allows them to save their own payment methods and set up payment plans for the student! This avoids having to log in as the student (two-step verification can make this difficult once they are on campus). This remains until rescinded.

1. Student navigates to NEW MyKU > Student Accounts card > select Fall 2024 Payment Plan
    a. This is currently the only way to get to the NEW Payment Dashboard – it will later say NEW Payment Dashboard
2. Student selects Authorized User – enters their information.
3. The Authorized User will get emails and must log in and complete the process.
4. This will be their special link: https://secure.touchnet.net/C20841_tsa/web/login.jsp

Delegated Access – Academic Access - This is where a student can grant access to a third party to see certain academic items – this is not yet available for NEW MyKU.

Parent & Family Bulletin – we encourage family members to sign up for the monthly bulletin online!

- https://www.kutztown.edu/news-and-media/ku-media/parents-and-family-bulletin.html
- Past issues are online to review!

FERPA Questions – RegOffice@kutztown.edu – or 610-683-4485

Authorized User Questions – StudentAccounts@kutztown.edu – 610-683-4133

Authorized Users in NEW MyKU > NEW Payment Dashboard
"Brief Instructions"

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. This is for financial matters only – a delegated access to academics will come later.

As of April 2024, the only way to get to the *NEW Payment Dashboard* is to click on the plan link.

Setting up Authorized Users is a two-part process – student and then Authorized User.

Student Steps

1. *New MyKU > Student Accounts card > Fall 2024 Payment Plans (will later say NEW Payment Dashboard)*
2. Select Authorized Users on the right side.
3. Click the Add Authorized User tab.
4. Enter Authorized Users email address.
5. Select Yes or No to the options listed.
6. Click Continue
7. Select I Agree to the Agreement to Add Authorized User
8. Click Continue

Authorized User Steps

1. The student steps above had 2 emails sent to the Authorized User.
2. Authorized User navigates to: **https://secure.touchnet.net/C20841_tsa/web/login.jsp**
   a. Use the temporary password sent in one of the two emails.
3. Enter Authorized Users first and last name and reset the password.
4. Under **Security Settings** – set up Two-Step Verification (required to add a secondary email address or mobile phone number for texts).
5. Go back to **Personal Profile**
   a. Add secondary email.
   b. Add mobile phone number – check the box for sending texts about bills and payments.
6. Click on the Home on the left side – this is the Authorized Users payment dashboard.

Success!

An Authorized User can now set up a payment plan if desired, save payment profiles as needed and when billing starts in the *NEW Payment Dashboard* they will get email notifications like the student!

Questions? Email StudentAccounts@kutztown.edu or call 610-683-4133