

Sign Up a New Authorized User

- Login to your portal at my.ohio.edu and access the Accounts Tab
- View My OHIO Student Center
- Choose the link for 'Sign Up Authorized User'

Finances

My Account

- [Account Inquiry](#)
- [Make a Payment](#)
- [Sign Up Authorized User](#)

Financial Aid

- [View Financial Aid](#)
- [Accept/Decline Awards](#)
- [Report Other Financial Aid](#)

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You have no outstanding charges at this time.

- Enter the authorized user information
- Check 'View Student Financial Information'
- Change status to 'Active'
- Click 'Save All Changes'
- Notify Authorized User of password

Authorized User Access

This page allows you to grant a user access to your student information. Complete the fields below and save. An email including a link to Student Center and information regarding their access will be sent to the person you granted access to, but you will need to notify them of the password separately.

Authorized User Set Up Instructions

[Add Another Authorized User](#)

Authorized User Information Find | View All First 1 of 1 Last

Enter the following information for the authorized user.

First Name:

Last Name:

Email ID:

Password:

Confirm Password:

Allow Access To:

- View Student Financial Information

Status: Active

I consent to the creation of this Authorized User Access to and the disclosure of the personally identifiable information contained in Ohio University student account to the student that I have identified in this electronic form. The reason for this consent is to permit the person identified above to monitor my student account while I am enrolled at Ohio University, or until such time that I withdraw my consent by the inactivation of this Authorized User Access.

[Save All Changes](#)

[Return to Student Center](#)

Authorized User with Multiple Students

- Each student will need to set up the authorized user with same email address.
- The most recent password will be the valid password that the authorized user will use.

Example:

- Student 1 sets up smith@gmail.com with password of Momisgreat1 on 8/1/2011.
- Student 2 sets up smith@gmail.com with password of MomSmith1 on 8/3/2011.
- Because Student 2 is the most recent one set – MomSmith1 will be the valid password that the authorized user will use to access both accounts.

Add Additional Authorized Users

- Login to your portal at my.ohio.edu and access the Accounts Tab
- View My OHIO Student Center
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other financial... »

You have no outstanding charges at this time.

- Click on 'Add Another Authorized User' (Students are limited to 3 active Authorized Users)
- Enter the authorized user information
- Check 'View Student Financial Information'
- Change status to 'Active'
- Click 'Save All Changes'
- Notify Authorized User of password

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[Authorized User Set Up Instructions](#)

Add Another Authorized User

Authorized User Information Find | View All First 1 of 1 Last

Enter the following information for the authorized user.

First Name:

Last Name:

Email ID:

Password:

Confirm Password:

Allow Access To:

- View Student Financial Information

Status: Active

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Save All Changes

[Return to Student Center](#)

Update Authorized User Password

- Login to your portal at my.ohio.edu and access the Accounts Tab
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other financial... >>

You have no outstanding charges at this time.

- Go to the Authorized User record to update
- Enter and confirm a new password
- Click 'Save All Changes'
- Notify Authorized User of password

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Authorized User Information Find | View All First 1 of 1 Last

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Password:

Confirm Password:

Allow Access To:

- View Student Financial Information

Status: Active

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Save All Changes

[Return to Student Center](#)

Inactivate an Authorized User

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You have no outstanding charges at this time.

- Go to the Authorized User record to update
- Change the Status to 'Inactive'
- Click 'Save All Changes'

Authorized User Access

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[Authorized User Set Up Instructions](#) Add Another Authorized User

Authorized User Information Find | View All First **1** of **1** Last

Enter the following information for the authorized user.

First Name:

Last Name:

Email ID:

Password:

Confirm Password:

Allow Access To:

View Student Financial Information

Status:

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[Return to Student Center](#)

Reactivate an Authorized User

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- Go to the Authorized User record to update
- Change the Status to 'Active'
- Click 'Save All Changes'

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