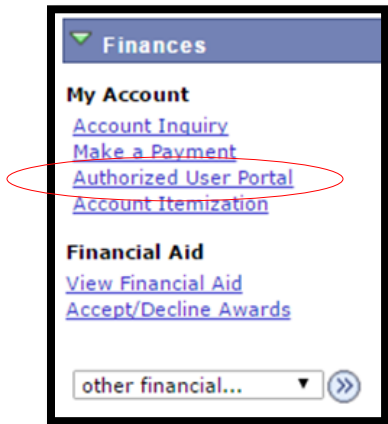
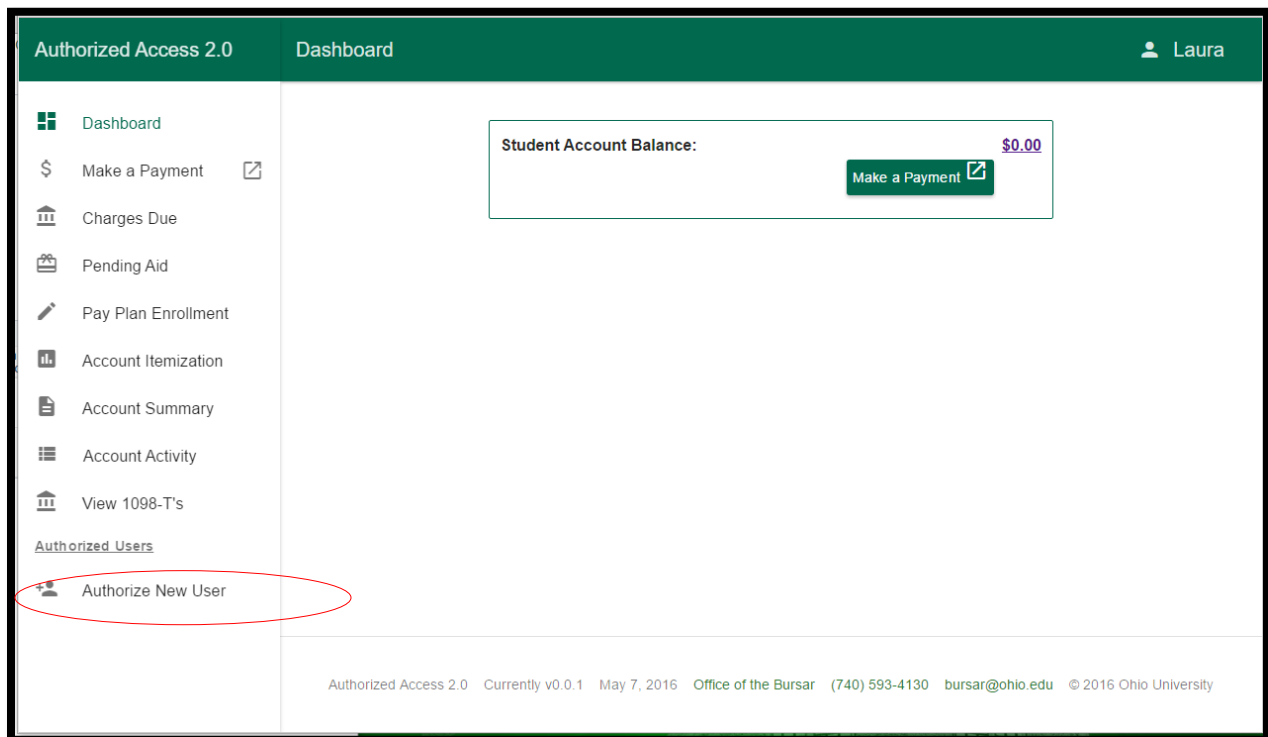


## Add a New Authorized User

- Sign in to the [My OHIO](#) Portal
- From the Accounts tab, sign in to your My OHIO Student Center
- Select "Authorized User Portal" (located in the Finances section)



- Choose 'Authorize New User'



- Enter the email address for the authorized user and click 'Create Authorized User'

The screenshot shows the 'Authorize New User' interface. On the left is a navigation menu with options like Dashboard, Make a Payment, Charges Due, Pending Aid, Pay Plan Enrollment, Account Itemization, Account Summary, Account Activity, View 1098-T's, Authorized Users, and Authorize New User. The main content area has a header 'Authorize New User' and a user profile 'Laura'. Below the header is a text input field with the placeholder 'enteremail@email.com'. A consent statement follows: 'By clicking "CREATE AUTHORIZED USER" 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.' At the bottom of the form is a green button labeled 'CREATE AUTHORIZED USER'.


An email will be sent to the authorized user with instructions to activate their account. This email will include a URL to activate the authorized user account. Authorized Users will be prompted to enter the following information:

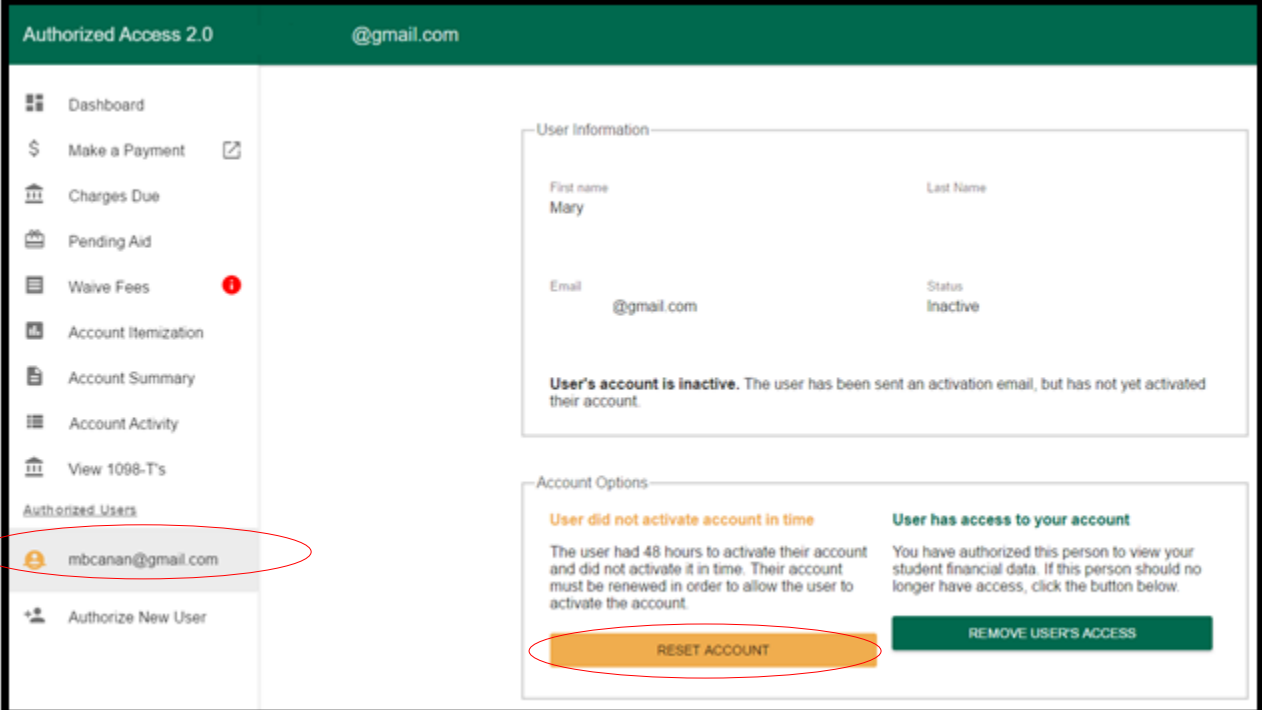
- Email Address
- First and Last Name
- Create a password

Authorized Users created with an OHIO email address (@ohio.edu) will be able to log in with their OHIO ID and password that is used for accessing systems such as Workforce, Oracle, PeopleSoft, and email.

## Expired Token

When the student grants authorized user access, the authorized user is sent an email which includes a specific URL that identifies the user with a temporary token password. This URL is valid for 48 hours (7 days for migrated accounts in May 2016). If the account is not activated with the designated URL within 48 hours, the student can resend a new activation URL by completing the following steps:

- Sign in to the [My OHIO](#) Portal
- From the Accounts tab, sign in to your My OHIO Student Center
- Select "Authorized User Portal" (located in the Finances section)
- Click the authorized user name on the left menu bar
- Click  to send another email to the authorized user with a new URL for activation of account



The screenshot displays the "Authorized Access 2.0" interface for a user with an email address ending in "@gmail.com". The left sidebar contains a navigation menu with items such as "Dashboard", "Make a Payment", "Charges Due", "Pending Aid", "Waive Fees" (marked with a red notification icon), "Account Itemization", "Account Summary", "Account Activity", "View 1098-T's", "Authorized Users", and "Authorize New User". The "Authorized Users" section is expanded, showing a list with the email "mbcanan@gmail.com" circled in red. The main content area is divided into two sections: "User Information" and "Account Options".

**User Information**

First name Mary	Last Name
Email @gmail.com	Status Inactive

**User's account is inactive.** The user has been sent an activation email, but has not yet activated their account.

**Account Options**

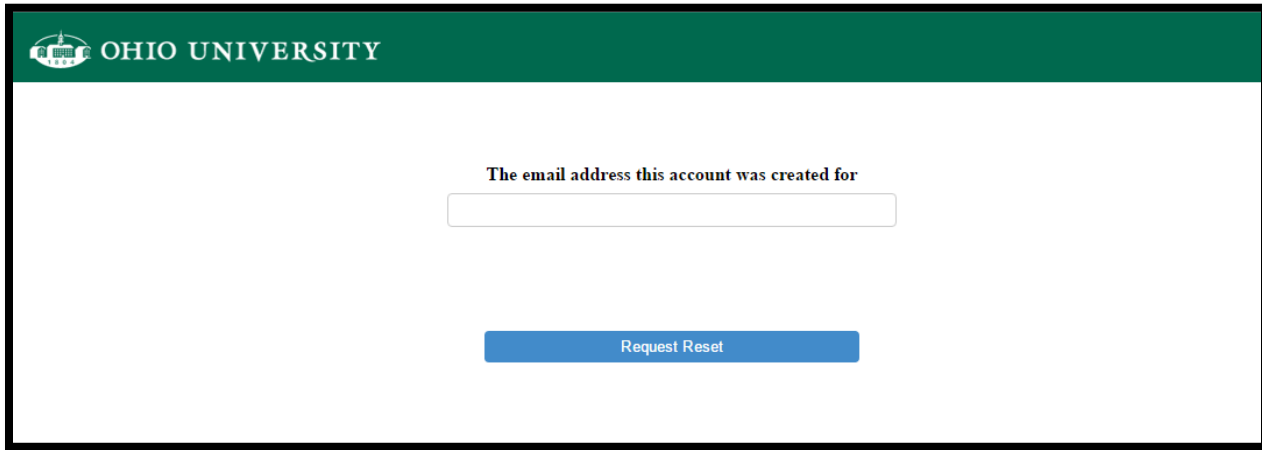
<b>User did not activate account in time</b> The user had 48 hours to activate their account and did not activate it in time. Their account must be renewed in order to allow the user to activate the account.	<b>User has access to your account</b> You have authorized this person to view your student financial data. If this person should no longer have access, click the button below.
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At the bottom of the "Account Options" section, there are two buttons: "RESET ACCOUNT" (highlighted with a red oval) and "REMOVE USER'S ACCESS".

## Password Reset

Authorized Users can reset their password.

- Choose the Authorized User Password Reset from the left menu on [www.ohio.edu/bursar](http://www.ohio.edu/bursar)
- Enter the authorized user email address and click 'Request Reset'

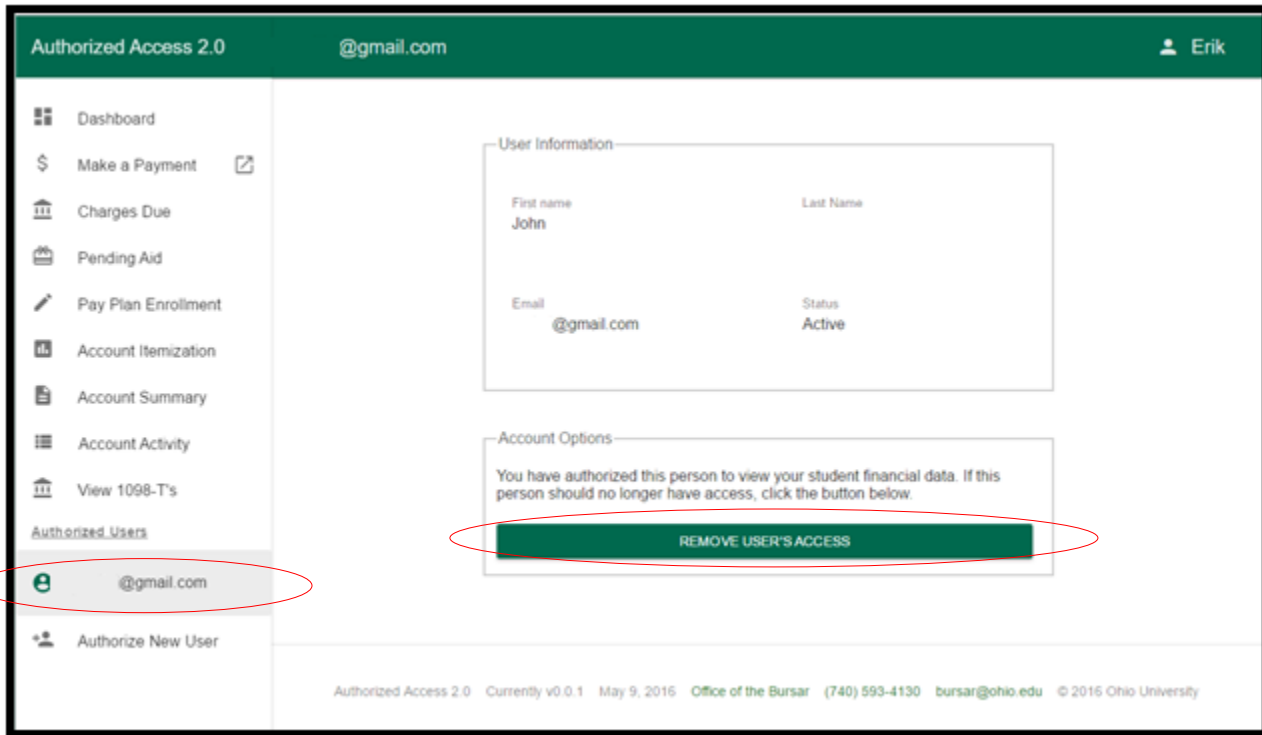


The screenshot shows a web form for password reset. At the top, there is a dark green header with the Ohio University logo and the text "OHIO UNIVERSITY". Below the header, the form contains a label "The email address this account was created for" above a white text input field. Below the input field is a blue button with the text "Request Reset".

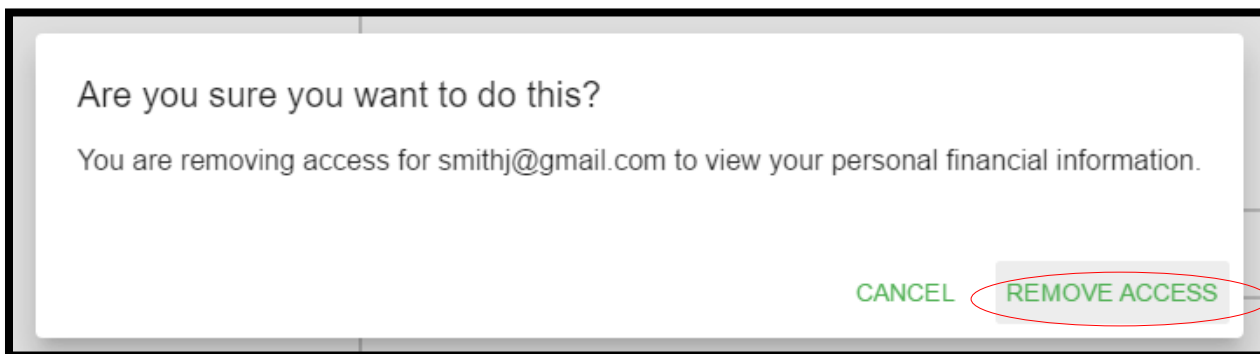
An email will be sent to the authorized user with instructions to reset their password. This email will include a URL to initiate the password reset.

## Remove Authorized User Access

- Sign in to the [My OHIO](#) Portal
- From the Accounts tab, sign in to your My OHIO Student Center
- Select "Authorized User Portal" (located in the Finances section)
- Click the authorized user name on the left menu bar
- Click 'Remove User's Access'



Once the  has been clicked, the following pop-up will appear to confirm the action.

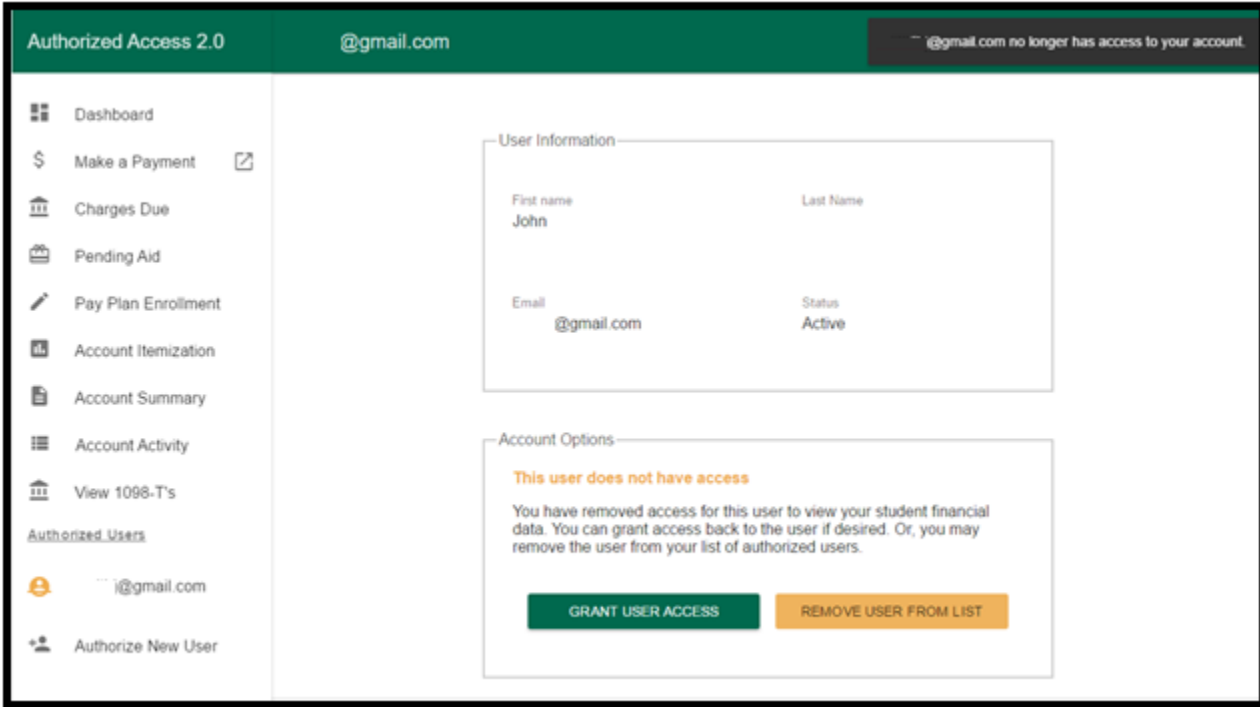


REMOVE ACCESS

To continue with the access removal, click

The following will appear as confirmation with the message in the upper right hand corner stating the authorized user account no longer has access to that student.

If 'Remove User from List' is chosen, the email address from the left hand side list will be removed.



## Reactivate an Authorized User

- Sign in to the My OHIO Portal
- From the Accounts tab, sign in to your My OHIO Student Center
- Select "Authorized User Portal" (located in the Finances section)
- Click the authorized user name on the left menu bar
- Click 'Grant User Access'

The screenshot displays the 'Authorized Access 2.0' interface. The top navigation bar is green and contains the text '@gmail.com' and a notification: '@gmail.com no longer has access to your account.' The left sidebar lists various account management options, with 'Authorized Users' highlighted. Under 'Authorized Users', a user entry for 'j@gmail.com' is circled in red. The main content area is divided into two sections: 'User Information' and 'Account Options'. The 'User Information' section shows the user's first name as 'John', last name as 'John', email as 'j@gmail.com', and status as 'Active'. The 'Account Options' section contains a warning: 'This user does not have access' and a message explaining that access has been removed. Below this message are two buttons: 'GRANT USER ACCESS' (circled in red) and 'REMOVE USER FROM LIST'.