

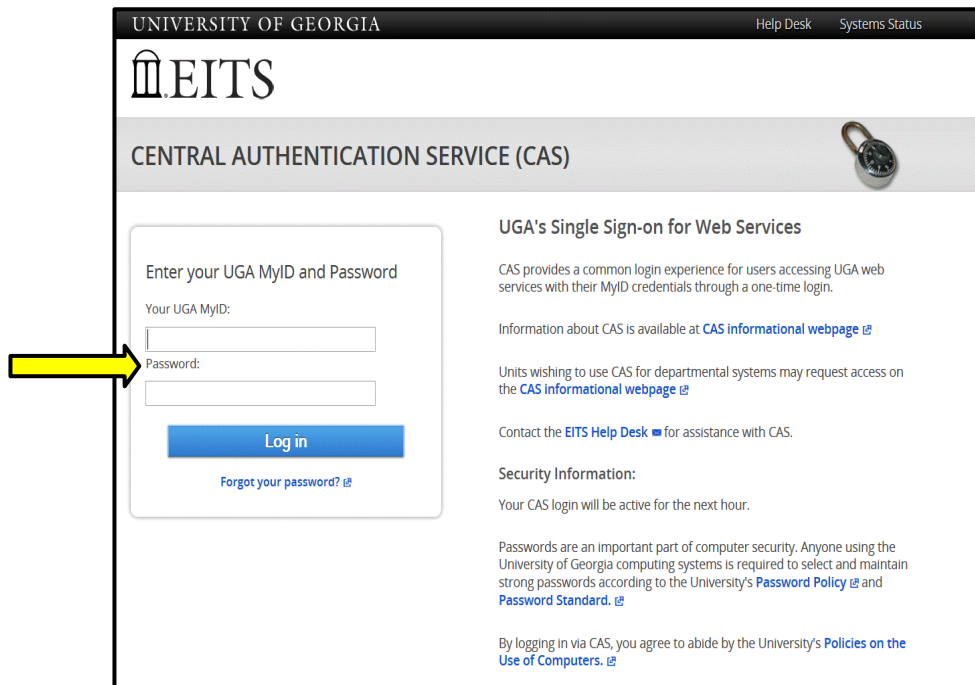
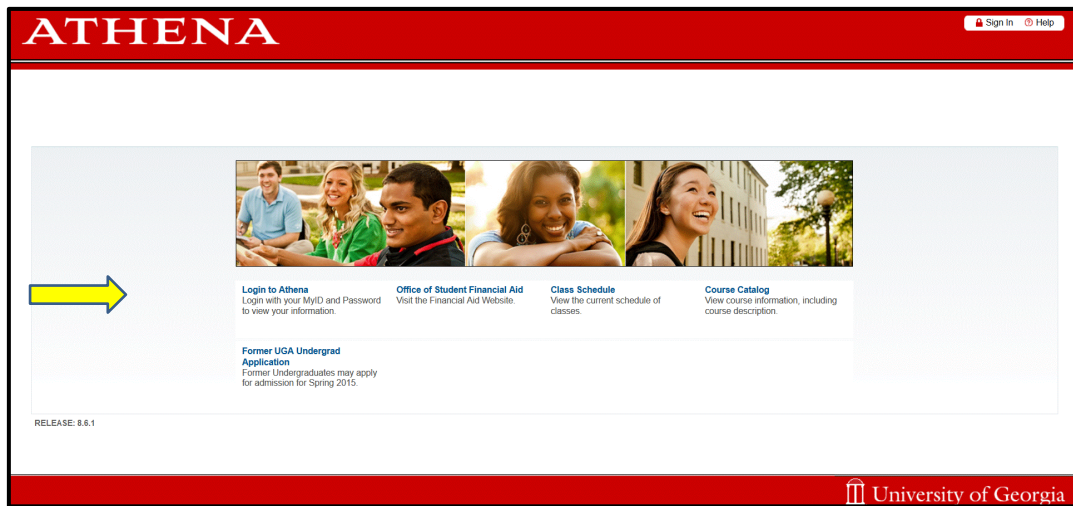
# ATHENA Student Account Authorized User Setup

## What is an Authorized User?

A student may authorize others, (parents, guardians, employers, etc.) to view billing information and/or pay bills on his or her behalf. Please note that authorized users do not have access to your stored payment methods, academic records, or other personal information.

## How do I add an Authorized User to my student account?

1. Login to [athena.uga.edu](http://athena.uga.edu) to access your Student Account.



**ATHENA** Sign Out Help

Welcome, ████████ to the new Athena! Find a page...



Personal Information	<b>Student</b>	Financial Aid	Faculty Services	WebTailor Administration
Update addresses, contact information, and emergency contact information; View name change information and social security number change information.	View holds; Register; Access your student account; View your academic records	Apply for Financial Aid; Review your financial aid status and eligibility; Accept or decline any award offers; View loan applications.	Faculty can enter grades and view class rols; Advisors can view student information and clear advisement.	Customize the Web pages for your institution; Update user roles.

RELEASE: 8.5.2 SITE MAP


 Install Click here

**ATHENA** Sign Out Help


Welcome, ████████ to the new Athena! Find a page...

Home > Student

Personal Information	<b>Student</b>	Financial Aid	Faculty Services	WebTailor Administration				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Registration</b> Check your registration status, class schedule, and add or drop classes</td> <td style="width: 25%;"><b>Student Records</b> View your holds, grades and transcripts</td> <td style="width: 25%;"><b>Student Account</b> Fall 2014 balances are due August 8, 2014.</td> <td style="width: 25%;"><b>My Programs</b> View and change your majors, minors, certificates and areas of emphasis.</td> </tr> </table>	<b>Registration</b> Check your registration status, class schedule, and add or drop classes	<b>Student Records</b> View your holds, grades and transcripts	<b>Student Account</b> Fall 2014 balances are due August 8, 2014.	<b>My Programs</b> View and change your majors, minors, certificates and areas of emphasis.			
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RELEASE: 8.6 SITE MAP



**ATHENA** Sign Out Help

Welcome, [redacted] to the new Athena! Find a page...

Home > Student > Student Account

Personal Information Student Financial Aid Faculty Services WebTailor Administration

<b>Registration</b> Check your registration status, class schedule, and add or drop classes	<b>Student Records</b> View your holds, grades and transcripts	<b>Student Account</b> Fall 2014 balances are due August 8, 2014.	<b>My Programs</b> View and change your majors, minors, certificates and areas of emphasis.
<ul style="list-style-type: none"> <li>Access Student Account</li> <li>Permission to Pay</li> </ul>	<ul style="list-style-type: none"> <li>1098T Authorization</li> <li>Waive/Add Optional Fees</li> </ul>	<ul style="list-style-type: none"> <li>Payroll Deduction</li> <li>View Holds</li> </ul>	

RELEASE: 8.6 SITE MAP

University of Georgia

UNIVERSITY OF GEORGIA Help Desk Systems Status

**EITS**

**CENTRAL AUTHENTICATION SERVICE (CAS)**

Enter your UGA MyID and Password

Your UGA MyID:

Password:

**Log in**

[Forgot your password?](#)

**UGA's Single Sign-on for Web Services**

CAS provides a common login experience for users accessing UGA web services with their MyID credentials through a one-time login.

Information about CAS is available at [CAS informational webpage](#)

Units wishing to use CAS for departmental systems may request access on the [CAS informational webpage](#)

Contact the [EITS Help Desk](#) for assistance with CAS.

**Security Information:**

Your CAS login will be active for the next hour.

Passwords are an important part of computer security. Anyone using the University of Georgia computing systems is required to select and maintain strong passwords according to the University's [Password Policy](#) and [Password Standard](#).

By logging in via CAS, you agree to abide by the University's [Policies on the Use of Computers](#).

2. On the homepage of your student account, select **Authorized Users** and My Profile Setup.

The screenshot shows the student account homepage. At the top, there is a navigation bar with links for My Account, Make Payment, Payment Plans, Refunds, and Help. Below this, there is an announcement section with a reminder. The main content area features a Student Account summary with a balance of \$4,655.00 and buttons for Make Payment, View Activity, and Enroll in Payment Plan. Below that is a Statements section with a link to view the latest 1098-T Tax statement. On the right side, there is a 'My Profile Setup' sidebar with options for Authorized Users, My Payment Profile, Electronic Refunds, and Notifications. A yellow arrow points to the 'Authorized Users' option in the sidebar.

3. Add the e-mail address of the individual you would like to be an Authorized User.

- Click Yes if you want to authorize the user to view your billing statement and account activity.
- Click Yes if you want to authorize the user to view your 1098-T tax statement.
- Click Yes if you want to authorize the user to view your payment history and account activity.
- Once these selections have been made, click the Continue button. After clicking Continue, the Agreement to Add Authorized User box will appear.

The screenshot shows the 'Authorized Users' page. At the top, there is a navigation bar with links for My Account, Make Payment, Payment Plans, Refunds, Help, and My Profile. Below this, there is a section titled 'Authorized Users' with a disclaimer. The main content area features a form titled 'Add Authorized User' with a text input field for the email address and three radio button questions, all with 'Yes' selected. The questions are: 'Would you like to allow this person to view your billing statement and account activity?', 'Would you like to allow this person to view your 1098-T tax statement?', and 'Would you like to allow this person to view your payment history and account activity?'. At the bottom of the form, there are 'Continue' and 'Cancel' buttons.

- Review the agreement and select the box next to **I Agree** to agree to the terms. Click Continue to finalize the process.

Agreement to Add Authorized User ✕

I hereby authorize **University of Georgia** to grant bursar@uga.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Tuesday, June 6, 2017.

For fraud detection purposes, your internet address has been logged:  
[REDACTED] at 6/6/17 2:33:35 PM EDT

**ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**

Please check the box below to agree to the terms and continue.

I Agree

Continue
Print Agreement
Cancel

Yes No

- The next screen confirms that the user has been added to your list of Authorized Users.

- Note
  - Click **Edit** in the Action column to change information for a specific Authorized User
  - Click **Delete** in the Action column to remove a specific Authorized User
  - Select **Add Authorized User** to add additional Authorized Users.

🏠 My Account   Make Payment   Payment Plans   Refunds   Help
My Profile

## Authorized Users

Thank you. We have sent an e-mail to bursar@uga.edu with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.  
(Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
	bursar@uga.edu	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Show Agreement</a>

▶ Add Authorized User