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 account?

Login to athena.uga.edu
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 Standards.

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

---

My Account | Payments | eBills | eRefunds
---|---|---|---
Account Activity | My Profiles | Authorized Users

**Account Alerts**

To have your refunds deposited directly, complete your setup on the Refund Account Setup page.

**Announcements**

Please check back - no announcements at this time.

---

**My Account**

**Current Account Status**

Balance: **$0.00**

[Make a Payment] [View Account Activity]

**Statements**

**eBill Statement**

You currently do not have any billing statements.
- Click on Authorized Users.
- Add 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.
  - Click YES if you want to authorize the user to view your 1098-T statement (this has to do with taxes).
  - Click YES if you want to authorize the user to view your payment history.
  - Click the Continue button.
• Read the Authorization Agreement.
• Check I Agree checkbox if you agree to the terms.
• Click the Continue button.

The next screen confirms that the user has been added to your list of authorized users.

NOTE:
  o Click Edit to change information for the specific authorized user.
  o Click Delete to remove a specific authorized user.
Thank you. We have sent an e-mail to bursar@uga.edu with instructions on how to log in and view your billing 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**

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>E-mail Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:bursar@uga.edu">bursar@uga.edu</a></td>
<td>Edit</td>
</tr>
</tbody>
</table>

► Add Authorized User