

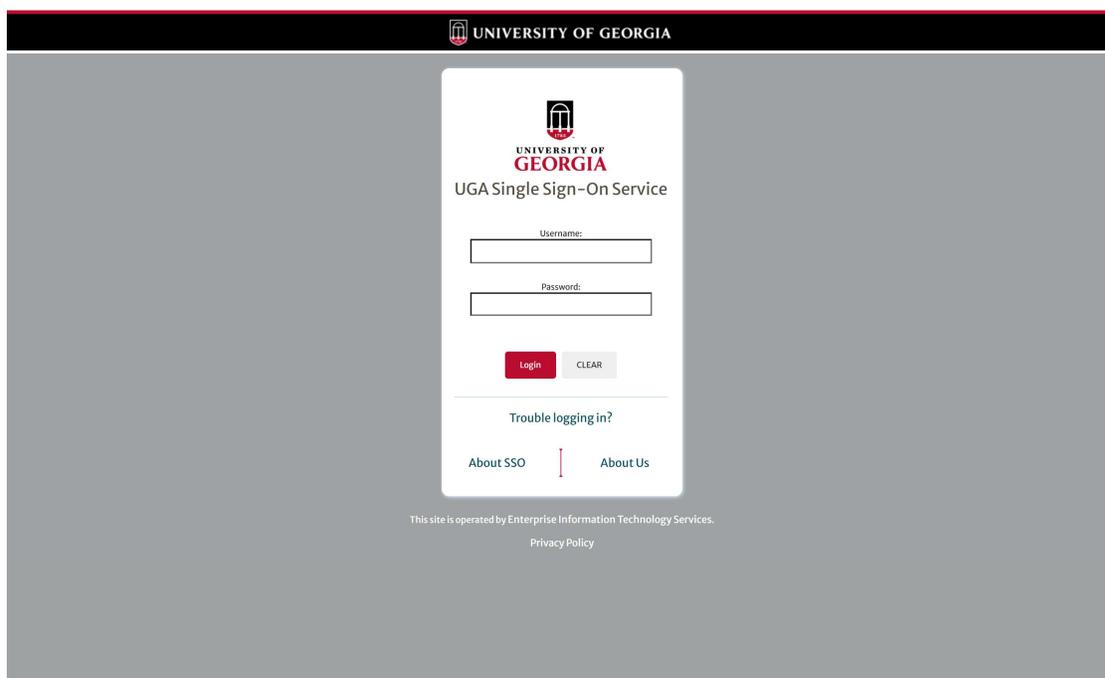
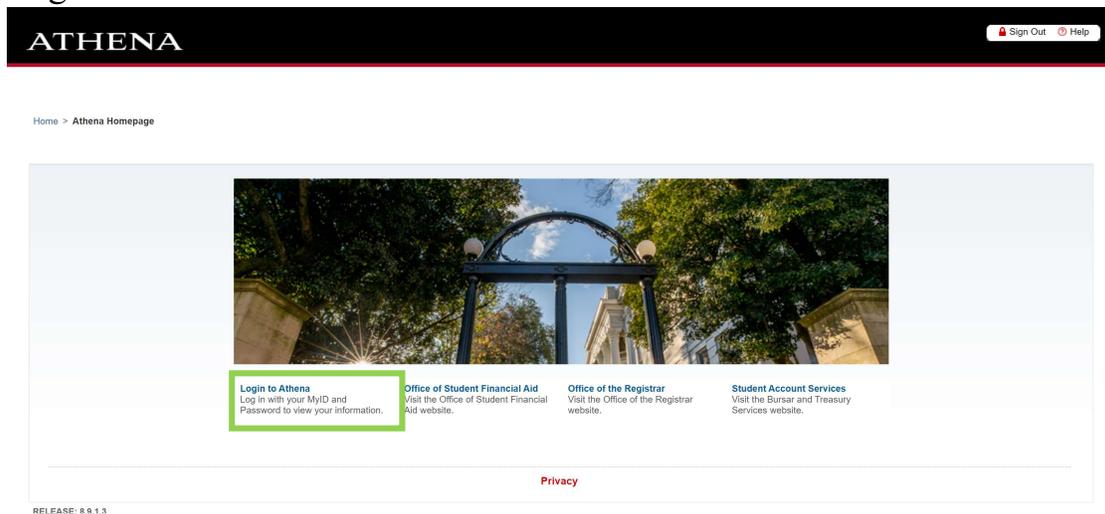
# Athena Student Account Authorized User Setup

## 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. Log into Athena



## 2. Select Student Account

The screenshot shows the top navigation bar of the ATHENA system. The word "ATHENA" is displayed in white on a black background. In the top right corner, there are links for "Sign Out" and "Help". Below the navigation bar, a search bar contains the text "Find a page...". A welcome message reads "Welcome, [blank], to Athena!". A horizontal menu contains four buttons: "Personal Information", "Student", "Student Account" (highlighted with a green border), and "Financial Aid". At the bottom left, there is a "Privacy" link and the text "RELEASE: 8.8.1.3". At the bottom right, there is a "SITE MAP" link.



## 3. Select Access Student Account

The screenshot shows the "Student Account" page. The page title is "Student Account". Below the title, there is a greeting "Hello," and a link to "Return to Athena Homepage". The page is organized into several sections:

- Account**
  - Access Student Account (highlighted with a green border)
  - Waive/Add Optional Fees
  - Clear Student Accounts Acknowledgement Hold
- Authorizations**
  - Permission to Pay
  - 1098T Authorization
- Intent**
  - Title IV: Intent to Register
- Tuition and Fee Information**
  - Estimated Tuition and Fee Calculator
  - Mandatory Fee Fact Sheets
  - Academic Year 2021-2022 Rates

At the bottom of the page, there is a note: "If you have any questions, please email [Student Account Services](#)."

4. Enter your MyID and password again.

The screenshot shows the University of Georgia Single Sign-On Service login page. At the top center is the University of Georgia logo and the text "UNIVERSITY OF GEORGIA" and "UGA Single Sign-On Service". Below this are two input fields: "Username:" and "Password:". Under the password field are two buttons: "Login" (in red) and "CLEAR". Below the buttons is a link "Trouble logging in?". At the bottom of the form are two links: "About SSO" and "About Us". At the very bottom of the page, it says "This site is operated by Enterprise Information Technology Services." and "Privacy Policy".

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

The screenshot shows the student account homepage. At the top is a navigation bar with links: "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help". Below the navigation bar are three main sections. On the left is an "Announcement" section with a "Reminder:" heading. In the center is a "Student Account" section showing 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 is a "My Profile Setup" section with a list of links: "Authorized Users", "My Payment Profile", "Electronic Refunds", and "Notifications". A yellow arrow points to the "Authorized Users" link.

6. 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.

My Account Make Payment Payment Plans Refunds Help My Profile

## Authorized Users

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.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement and account activity?  Yes  No

Would you like to allow this person to view your 1098-T tax statement?  Yes  No

Would you like to allow this person to view your payment history and account activity?  Yes  No

7. 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

8. 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	Edit   Delete   Show Agreement

► Add Authorized User