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

3. Select Access Student Account
4. Enter your MyID and password again.

5. On the homepage of your student account, select **Authorized Users** and My Profile Setup.
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.
7. Review the agreement and select the box next to **I Agree** to agree to the terms. Click Continue to finalize the process.
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