

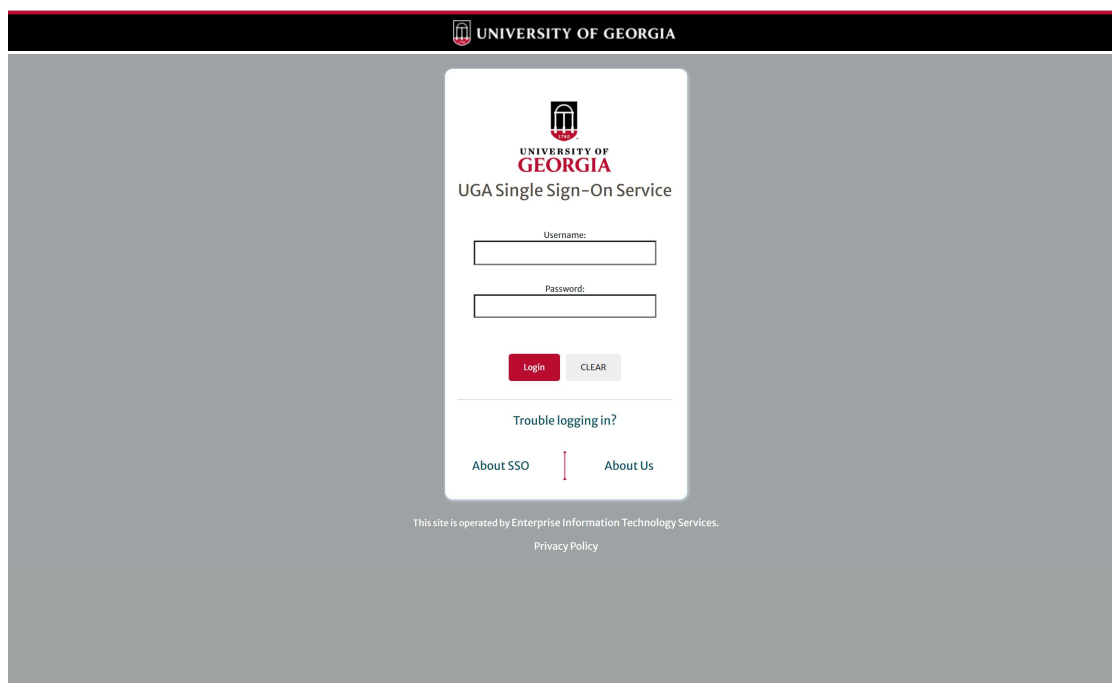
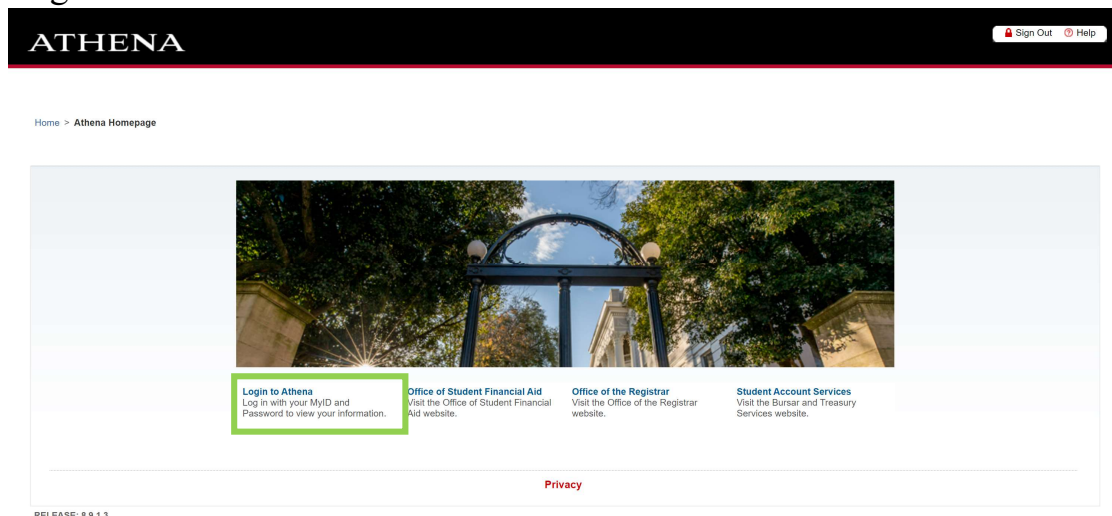
Athena Student Account Authorized User Setup

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



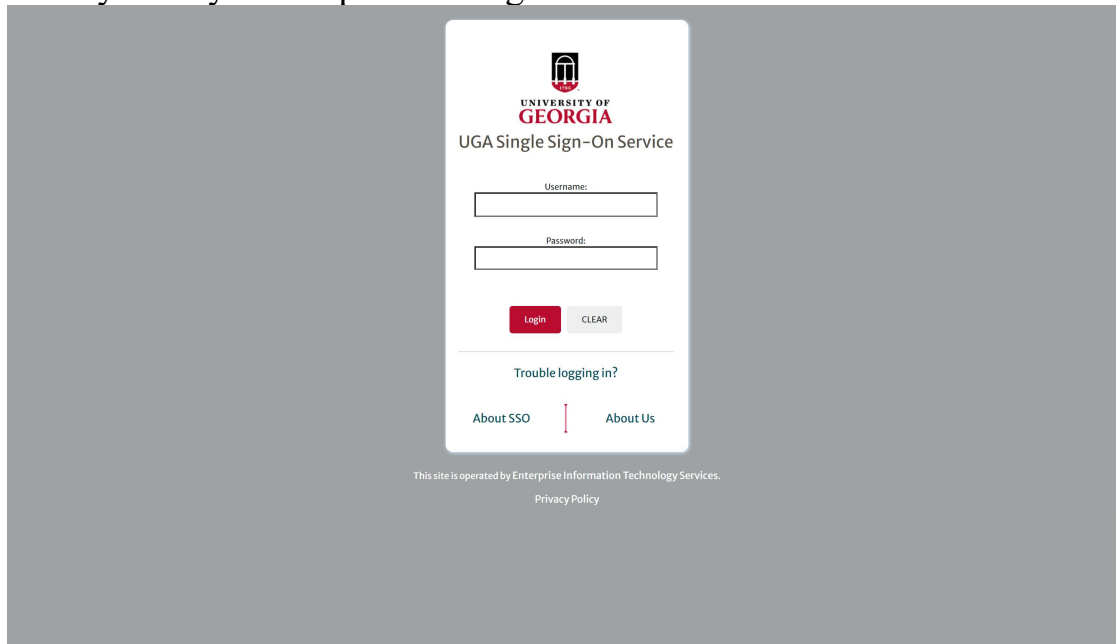
2. Select Student Account

The screenshot shows the ATHENA homepage. At the top, there is a black header with the word "ATHENA" in white. To the right of the header are links for "Sign Out" and "Help". Below the header, there is a search bar with the placeholder text "Find a page...". The main content area has a light blue background. On the left, there is a navigation menu with four buttons: "Personal Information", "Student", "Student Account" (highlighted with a green box), and "Financial Aid". Below these buttons is a "Privacy" link. At the bottom of the page, there is a black footer with the University of Georgia logo and the text "UNIVERSITY OF GEORGIA".

3. Select Access Student Account

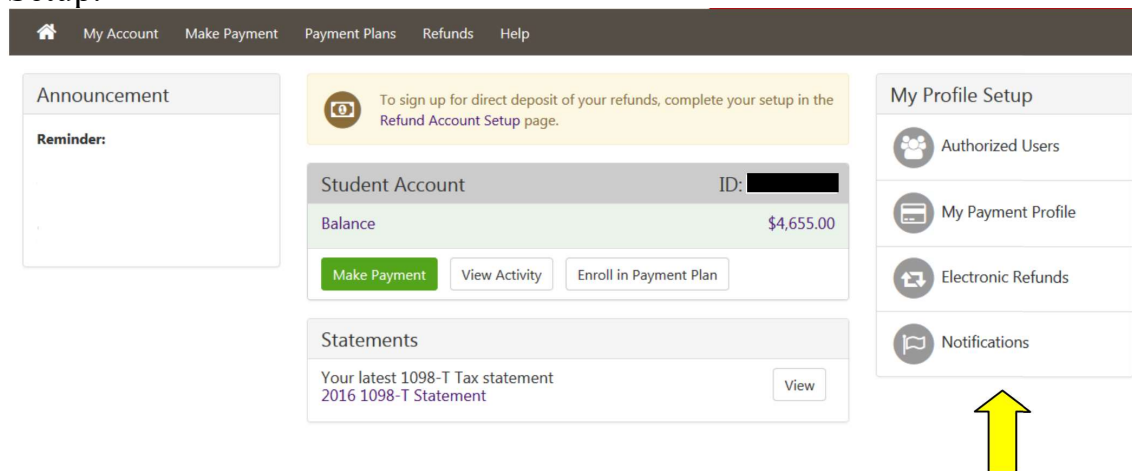
The screenshot shows the "Student Account" page. The page has a light blue background. At the top, there is a black header with the word "ATHENA" in white. To the right of the header are icons for settings and a user profile. The main content area has a white background. At the top of the content area, there is a heading "Student Account". Below the heading, there is a greeting "Hello," and a link "Return to Athena Homepage". The page is organized into sections with expandable/collapsible headers: "Account", "Authorizations", "Intent", and "Tuition and Fee Information". Under the "Account" section, there are three links: "Access Student Account" (highlighted with a green box), "Waive/Add Optional Fees", and "Clear Student Accounts Acknowledgement Hold". Under the "Authorizations" section, there are two links: "Permission to Pay" and "1098T Authorization". Under the "Intent" section, there is one link: "Title IV: Intent to Register". Under the "Tuition and Fee Information" section, there are three links: "Estimated Tuition and Fee Calculator", "Mandatory Fee Fact Sheets", and "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 image shows the UGA Single Sign-On Service login page. At the top is the University of Georgia logo. Below it, the text "UGA Single Sign-On Service" is displayed. There are two input fields: "Username:" and "Password:". Below these fields are two buttons: "Login" (in red) and "CLEAR" (in grey). A link "Trouble logging in?" is positioned below the buttons. At the bottom of the login box are two links: "About SSO" and "About Us". Below the login box, a small line of text states: "This site is operated by Enterprise Information Technology Services. Privacy Policy".


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



The image shows a student account homepage. At the top is a navigation bar with links: Home, My Account, Make Payment, Payment Plans, Refunds, and Help. The main content area is divided into several 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 this is a "Statements" section with a link to "Your latest 1098-T Tax statement" and a "View" button. On the right is a "My Profile Setup" section with a list of links: "Authorized Users", "My Payment Profile", "Electronic Refunds", and "Notifications". A large yellow arrow points upwards 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

Continue

Cancel

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