

TouchNet Student Account Center – Adding an Authorized User

On July 1st 2015 the university changed payment processor for all student electronic payments. This difference has changed the way students view and pay their UT tuition and fees. Proxy Access that previously granted access to view the e-statement is no longer valid. As of now, proxy access will only be used for viewing student record items such as unofficial transcript, holds, midterm and final grades, and the student’s schedule. The following note can be seen in the “Proxy Access” tab.

Please Note: Proxy access no longer grants access to your student bill. To set this up you must add an Authorized User to your payment account.

If a student wishes to allow parents/guest to view and pay their fee bill, he/she must also set a parent/guest up as an Authorized User in the TouchNet Payment Center. This is different than Proxy access and requires a separate authorization and login. This is done in a manner similar to how they set a parent/guest up for proxy access. To set a parent/guest up as an Authorized User, please follow the steps outlined below and on the following pages of this document. Again, please remember that being an Authorized User is only for the TouchNet Payment Center and is not replacing the Proxy access for viewing student record information listed above.

To begin, the student signs into the MyUT Portal (myut.utoledo.edu) and selects “View/Pay Bill (e-statement)” under the “My Accounts” section.



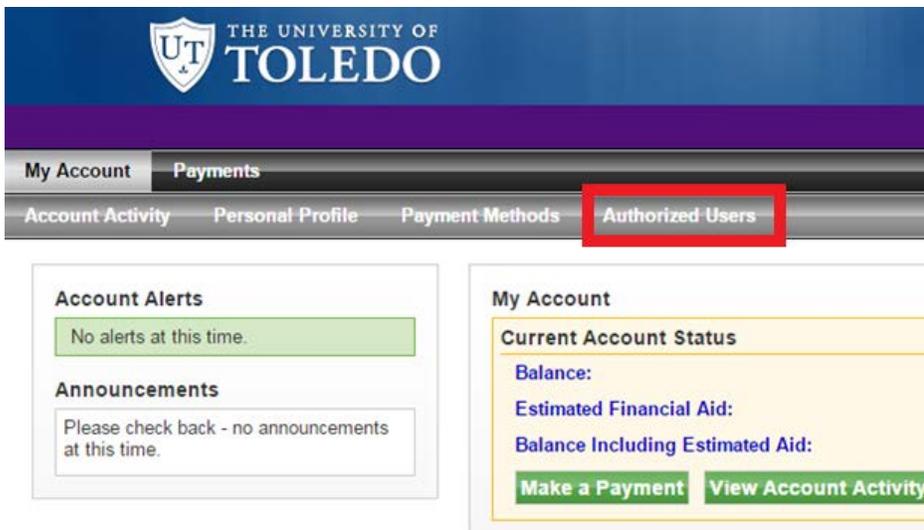
The student will be asked to “Log into payment application” which logs them into TouchNet.



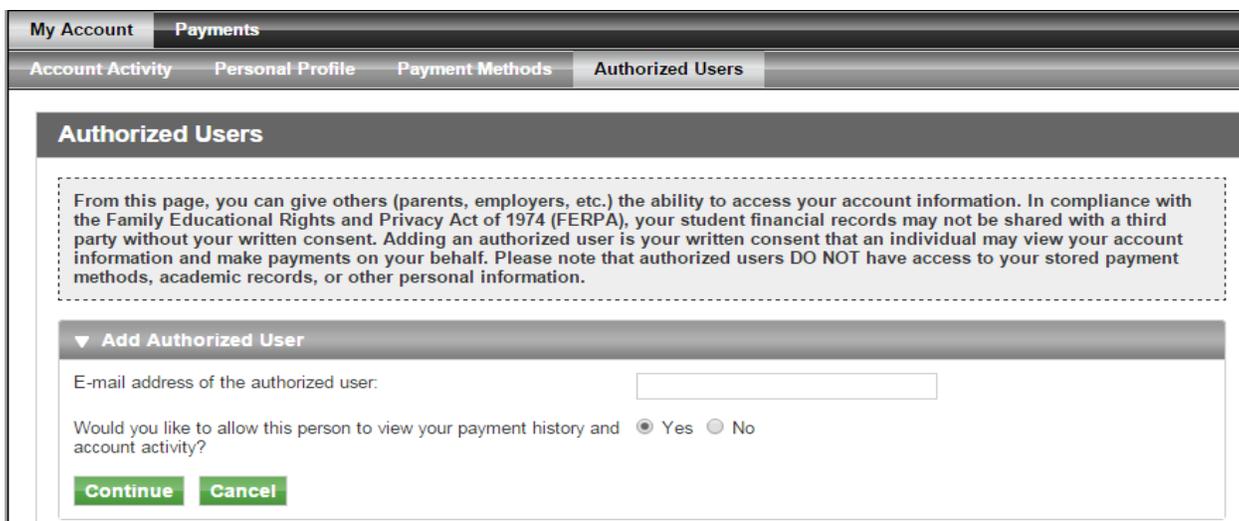
If a new window is not automatically opened redirecting you to the TouchNet Payment Center, click the above button to input your user Id and password.

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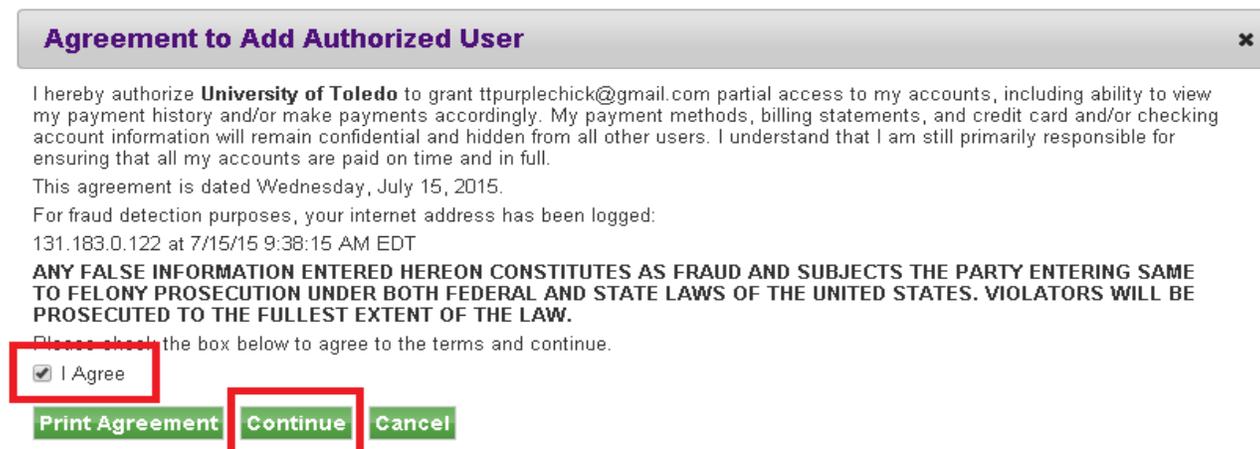
Once signed into TouchNet Student Account Payment Center, the student must select “Authorized Users” from the menu.



At the “Authorized Users” page, students can add the email address of the authorized user. They will select whether to allow the new authorized user the ability to view the student’s payment history and account activity.



You must check the “I Agree” Box, then Click “Continue”



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Once the authorized user’s email is set up, he/she will be able to view the bill and make payments to the student account. The authorized user will receive two emails like the ones below:

----- Message 1 -----
From: <Treasurer@utoledo.edu>
Date: Tue, Jul 14, 2015 at 5:18 PM
Subject: You have been given access
To: jsmith102@gmail.com

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments and more.

===== ACCESS INFORMATION =====
Student Name --- [Sally Smith]
Username --- [jsmith102@gmail.com]
=====

----- Message 2 -----
From: <Treasurer@utoledo.edu>
Date: Tue, Jul 14, 2015 at 5:18 PM
Subject: Your access information
To: jsmith102@gmail.com

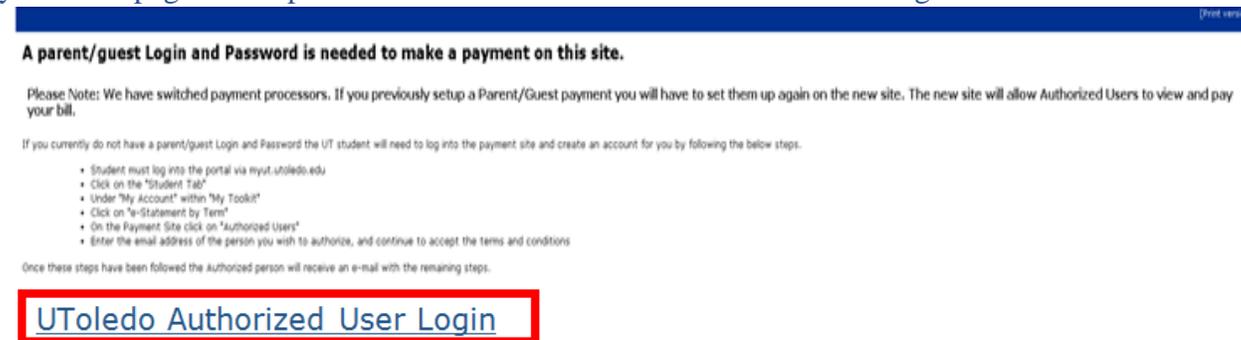
This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.

===== ACCESS INFORMATION =====
Student Name --- [Sally Smith]
Password --- [ymrnahevu]
=====

Now the parent/guest (Authorized User) will go to myut.utoledo.edu and login using the “Parent/Guest Payment” as outlined below:



This will take you to the page that explains the “Authorized User” role and a link to log on



Click link - to login as Authorized User

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You are now ready to login to the TouchNet site. Make sure that authorized users use the lower box for login as outlined below. Use the email that you received the access information from (see emails on previous page) as well as the password you received to login to this site.

Students and Staff

***Indicates required information**

*University ID:

*Password:

Login

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?
Have a temporary password **e-mailed** to you.

Welcome

Welcome to University of Toledo Student Account Suite. This site is a 24x7 service offered to students and their families for making payments and managing their student account.

Students and staff may log in using their University ID and Password. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to rocketsolutioncentral@utoledo.edu.

Student Account Suite Features

Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to make payments.

Once in the TouchNet site the authorized user will complete a profile (if this is the first time logging in) and set a password requiring at least 6 characters and at least 1 number or special character. Fill in all boxed outlined in red on this document, then click save. Now that the profile is set and the password is changed, the Authorized User is ready to view/pay your bill.

Authorized User Profile Setup

Profile Setup

For security reasons, please change your password.

Name and E-mail Address

***Indicates required fields**

Your login ID: JSMITH102@GMAIL.COM

*First Name:

*Last Name:

E-mail address:

Password Change

*Enter your new password: (minimum 7 characters and at least one number or special character)

*Confirm your new password:

Save Cancel

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Now you will see the balance owed. If you want to view the bill, click “View Account Activity” and if you would like to pay the bill, first set up your Payment Methods under “Payment Methods” found on the gray menu bar. After you have set up your payment method, you are now ready to make a payment by clicking the green “Make a Payment” button and follow the prompts. Please “Log Out” in the upper right hand corner when you are done with viewing and/or making a payment.

The screenshot displays the TouchNet Student Account Center interface for The University of Toledo. At the top, the university logo and name are visible on the left, and navigation links for "Important Info", "Ask for Help", and "Log Out" are on the right. Below the header, a navigation bar shows "My Account" and "Payments" as active tabs, with other options like "Account Activity", "Personal Profile", "Payment Methods", and "Select Student" listed below. A yellow notification box at the top of the main content area states "Profile changes were saved." The main content is divided into two columns. The left column contains "Account Alerts" (showing "No alerts at this time.") and "Announcements" (showing "Please check back - no announcements at this time."). The right column, titled "My Account", features a "Current Account Status" box with a "Balance:" of "\$2826.50" and two green buttons: "Make a Payment" and "View Account Activity".

Hopefully this documentation helps understand the changes in the system for students and Authorized Users viewing and paying the student account.