FERPA

HOW TO ADD AN AUTHORIZED USER
Log into MyUTK
Select FERPA Financial Release From Under Academic Resources
FERPA Regulations

Please read the FERPA information associated with authorized users. By adding an authorized user, you have given written consent that an individual may view your account information and make payments on your behalf.
Click on --

**Authorized Users**
Complete Add Authorized User, then click on **Continue**.
Read FERPA agreement, click on “I Agree” and then click Continue.
The parent will then receive and email with the Parent Portal URL and a second email with their initial password. They will be instructed to change the initial password when they log in for the first time. The parent logs in at https://secure.touchnet.com/C21610_tsa/web/login.jsp.
The parent has all of the options the students have with the exception of eRefunds.
Parents can also set up Payment Plans for the student, save payment methods, schedule payments on the students account, and review past statements and current account activity. If you have questions, please contact the One Stop Student Services at (865) 974-1111 or email at onestop@utk.edu.
Welcome to the University of Tennessee, Knoxville Volexpress payment system. Accounts with an outstanding balance as of April 23, 2012 will be assessed a $45.00 late fee and the account will be placed on hold until the balance is paid in full. Please check your account on the MYUTK Portal for updates.

Questions concerning Financial Aid and Scholarships should be directed to the Office of Financial Aid and Scholarships. Students need to sign up for DIRECT DEPOSIT. Go to Refund Profile, set up your account and be sure to check the Use for Refunds box. You can also go to the Authorized User tab and set up your parents or another 3rd party to receive your e-statements and make payments on your account. Check the Bursar's Website for instructions. Your statements are available under e-