HOW TO ADD AN AUTHORIZED USER
Log into MyUTK

Welcome to UT! To continue, please enter your NetID and password:

NetID: 

Password: 

LOGIN

By logging in, you agree to the terms of the UT Acceptable Use Policy

You are on the correct UT sign-in page if the URL above begins with https://cas.utk.edu.
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 an 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.

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**Authorized Users**

Thank you. We have sent an e-mail notification to this person.
(Note: Authorized users have their own login ID's and passwords)

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**

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>E-mail Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:sforman@utk.edu">sforman@utk.edu</a></td>
<td>Edit</td>
</tr>
</tbody>
</table>

**Add Authorized User**
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.

The parent can make payments, see statements, set up profiles for emails and text messages, etc.
Account Alerts

No alerts at this time.

Announcements

Welcome to the University of Tennessee, Knoxville Volxpress 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-