

FERPA

HOW TO ADD AN
AUTHORIZED USER

Log into MyUTK

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

NetID:

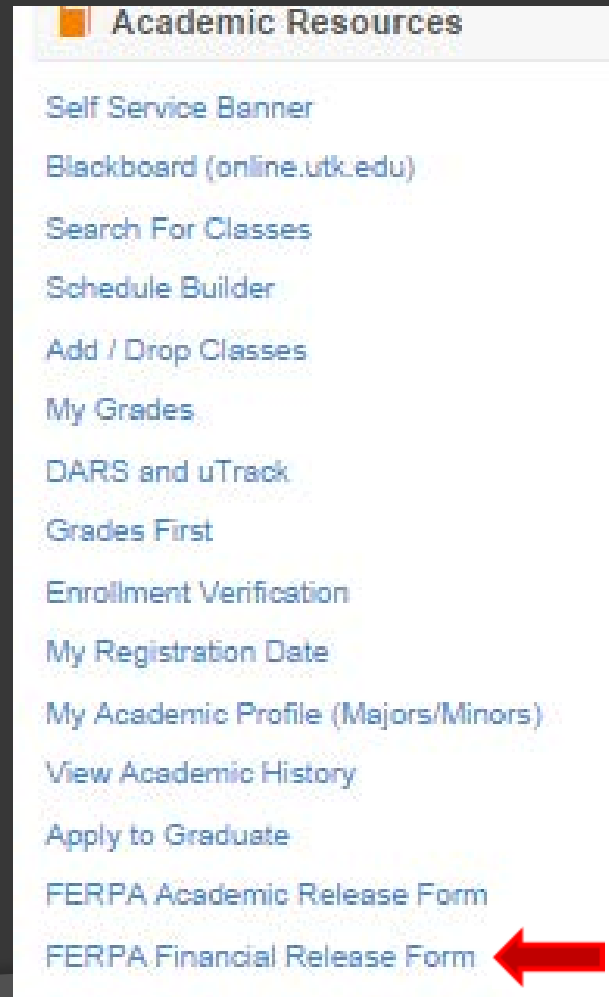
Password:

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.tennessee.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*

**THE UNIVERSITY of
TENNESSEE **UT**
KNOXVILLE**

My Account **Payments** **Payment Plans** **eBills** **eDeposits** **eRefunds**

Account Activity **My Profiles** **Authorized Users**

Account Alerts
No alerts at this time.

Announcements
ToughNet Flight C.O. has taken off

My Account
Current Account Status
Balance:
Make a Payment **View Account Activity**

Click on Authorized Users

Complete *Add Authorized User*, then click on *Continue*.

Account Activity My Profiles **Authorized Users**

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? Yes No

Would you like to allow this person to view your payment history? Yes No

Complete info and click on Continue

Read FERPA agreement, click on “I Agree” and then click Continue.

Agreement to Add Authorized User

The e-mail address you provided (sforman@utk.edu) already exists in our system, however we have no record of that person's name. This indicates that the person to whom the e-mail address belongs was or may still be a registered user in our system. Please ensure that the e-mail address you provided is correct. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **University of Tennessee at Knoxville** to grant sforman@utk.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 Friday, March 23, 2012.

For fraud detection purposes, your internet address has been logged:

160.36.160.12 at 3/23/12 9:40:59 AM CDT

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

Print Agreement

Continue

Cancel

Read FERPA agreement above, Click on I Agree, Print Agreement 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.

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.

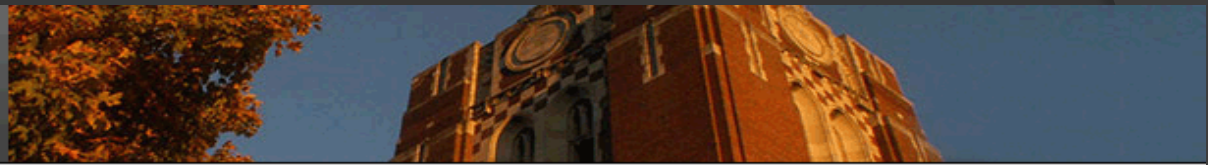
▼ Current Authorized Users

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.

Full Name	E-mail Address	Action
	sforman@utk.edu	Edit Delete

▶ Add Authorized User

The parent has all of the options the students have with the exception of eRefunds.



Students and Staff

***Indicates required information**

*University ID:

*PIN:

Login

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?

View saved [password hint](#), or have a temporary password [e-mailed](#) to you.

Browser and Plugin Support



Welcome

Welcome to University of Tennessee at Knoxville Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their University ID and PIN. 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 bursar@utk.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 view your bill and make payments.

E-Billing

- View and print your billing statement.
- Set up your bills to be paid automatically.

Payment Plan Management

- Enroll in a payment plan so you can pay your balance in installments.

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 UNIVERSITY of TENNESSEE KNOXVILLE Student

My Account **Payments** **Payment Plans** **eBills** **eDeposits**

Account Payment **Payment History** Automatic Bill Payment

Account Payment

Account Payment

Current balance includes activity since your last statement, including recent payments and new charges.

Amount Due:	\$0.00
Current Statement Amount:	-\$2,057.84

[Make a Payment](#)

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

Pending Payments

No payments have been set up.

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-

My Account

Current Account Status

Amount Due:

[Make a Payment](#)

[View Account Activity](#)

Statements

eBill Statement

A new bill for Student Account was delivered on 12/22/11.

Account Type:

Student

Statement Date:

Bill Amount:

Term Balances