

SETTING UP AUTHORIZED USER ACCOUNTS

Students: You can set up an Authorized User account (or accounts), so that a parent, or anyone else that you designate, will be allowed to view and/or make payments to your student account.

You can decide who should have online access to your billing records, and this person (or persons) will be able to view the financial aspects of your student account, but not your academic records. When you receive an E-Bill notification, your Authorized User(s) will also receive an email alert.

To set up an Authorized User, please follow these steps:

- 1) Login to your student account at bannerweb.strose.edu
- 2) Select *Pay a Deposit or Set up an Authorized User* (the last option on the page)
- 3) Select the *Authorized Users Option* (at top of screen) and follow the instructions