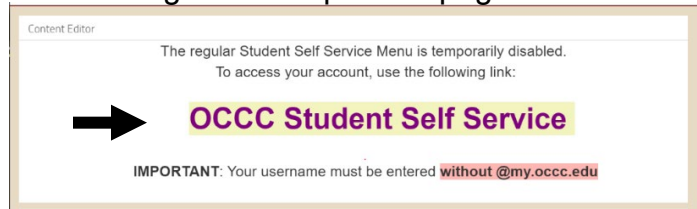
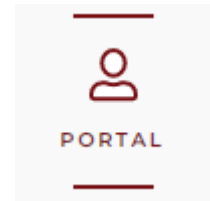


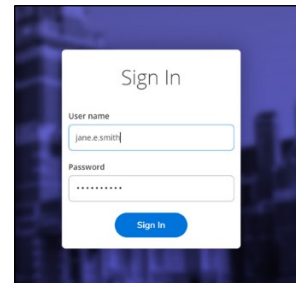
# How to Add An Authorized User

[WWW.OCCC.EDU](http://WWW.OCCC.EDU)

1. On the lower left side of the web page, click on **PORTAL**.
2. Log in to the OCCC Student Portal.
3. Once logged in, you will see this message at the top of the page. Click on the "**OCCC Student Self Service**" link.



4. A separate login page will load. Enter your username without "@my.occ.edu". For example [jane.e.smith@my.occ.edu](mailto:jane.e.smith@my.occ.edu) would log in using only "jane.e.smith". Your password will remain the same as it is for the Portal.



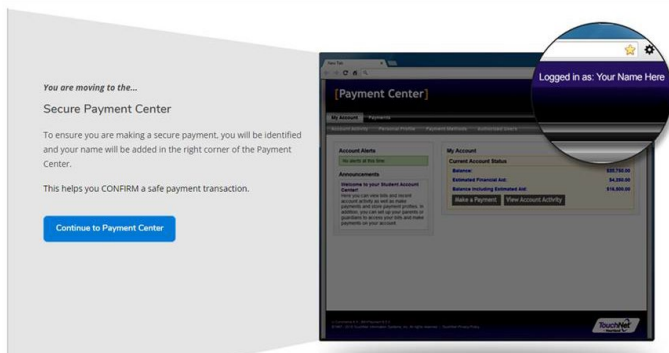
5. Click on the **Make a Payment** link.



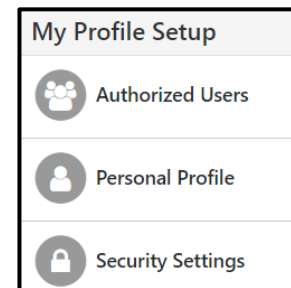
**Make a Payment**

Here you can view your latest statement and make a payment online.

6. Click the blue **Continue to Payment Center** button.



7. To Add An Authorized User, select the **Authorized Users** button on the right of the web page.



8. Click **Add Authorized User**. Enter the requested information and click continue. Note that the authorized user will receive two emails with login information.

## Authorized Users

**Authorized Users** | **Add Authorized User** ←

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.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?  Yes  No

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

