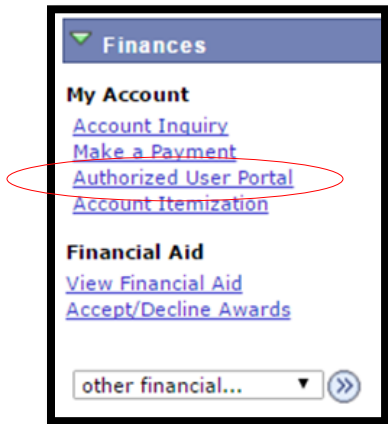
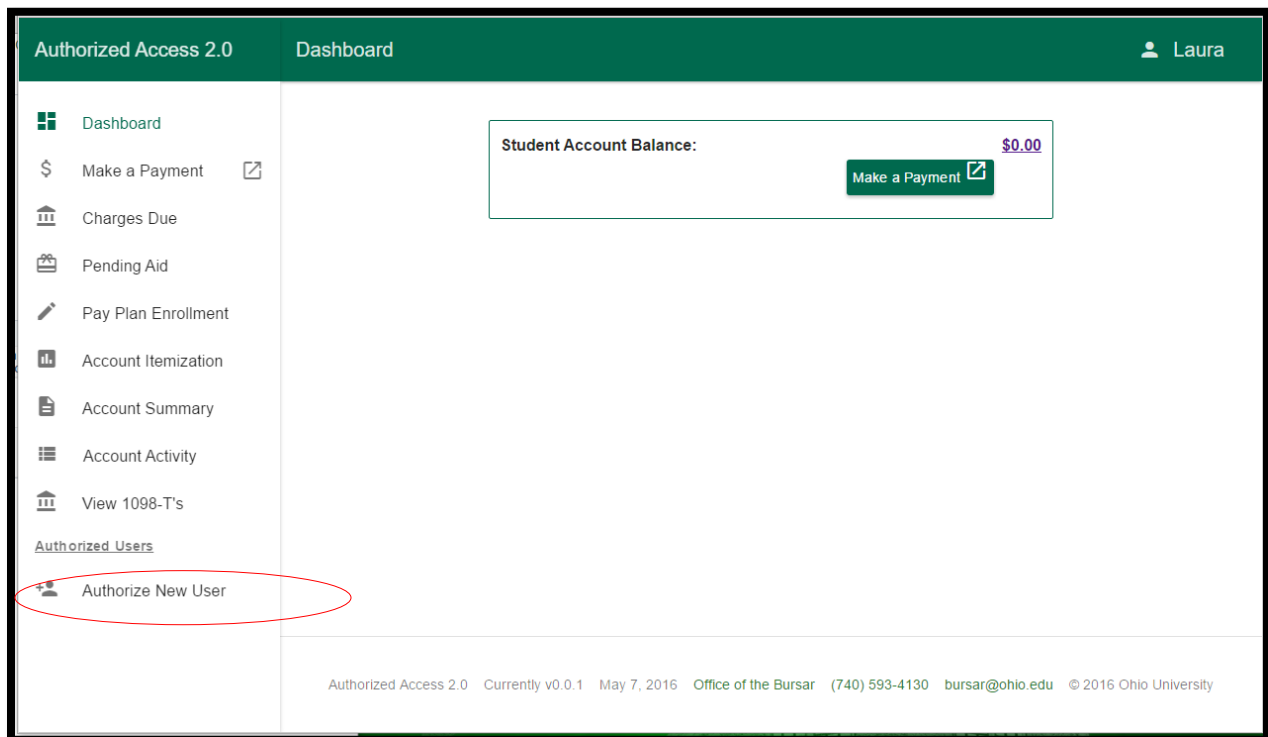


Add a New Authorized User

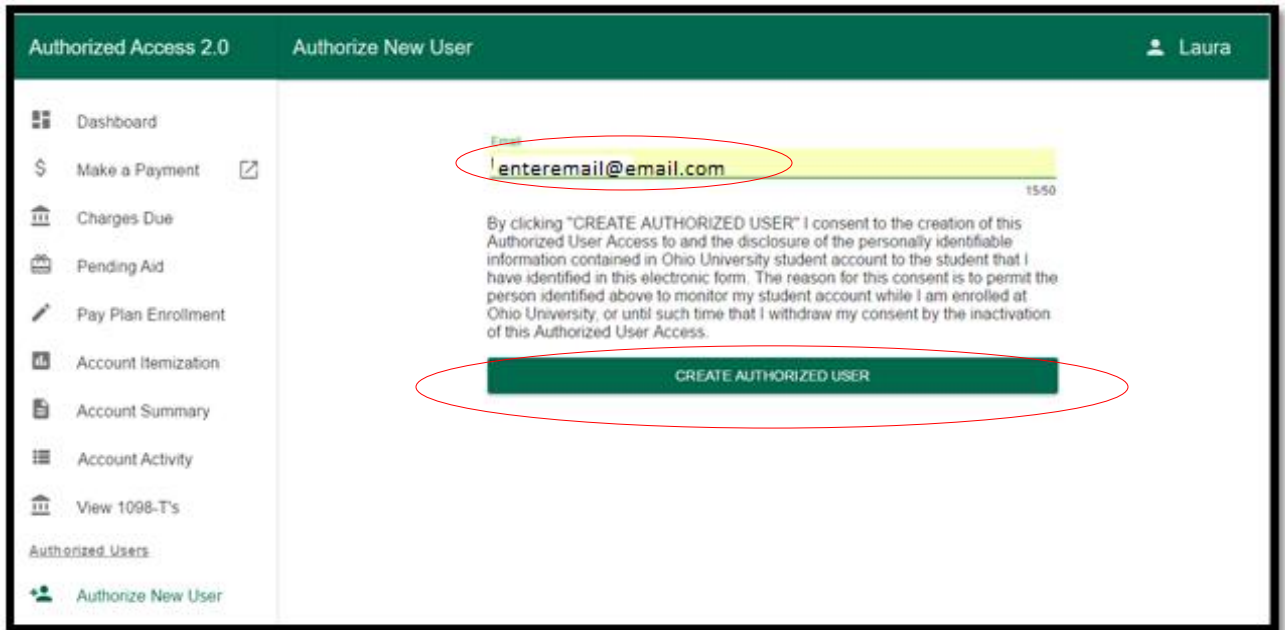
- Sign in to MyOHIO Student Center
- Select "Authorized User Portal" (located in the Finances section)



- Choose 'Authorize New User'



- Enter the email address for the authorized user and click 'Create Authorized User'




An email will be sent to the authorized user with instructions to activate their account. This email will include a URL to activate the authorized user account. Authorized Users will be prompted to enter the following information:

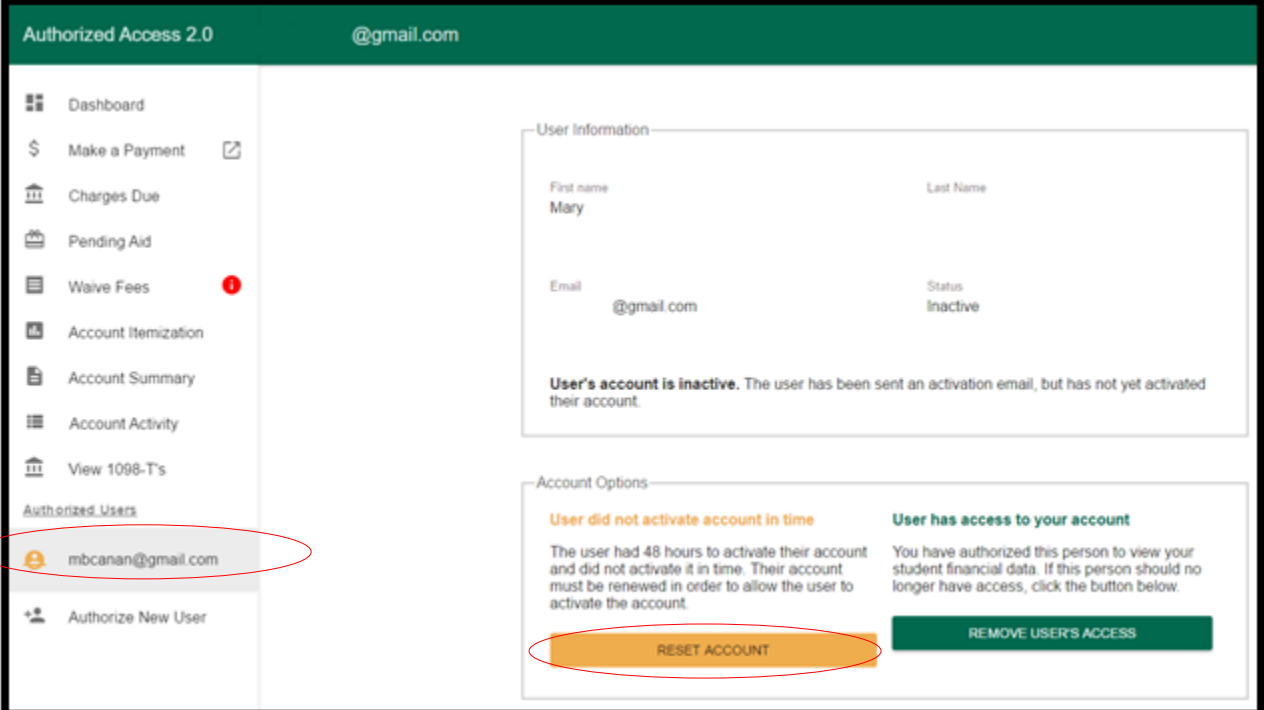
- Email Address
- First and Last Name
- Create a password

Authorized Users created with an OHIO email address (@ohio.edu) will be able to log in with their OHIO ID and password that is used for accessing systems such as Workforce, Oracle, PeopleSoft, and email.

Expired Token

When the student grants authorized user access, the authorized user is sent an email which includes a specific URL that identifies the user with a temporary token password. This URL is valid for 48 hours (7 days for migrated accounts in May 2016). If the account is not activated with the designated URL within 48 hours, the student can resend a new activation URL by completing the following steps:

- Sign in to your My OHIO Student Center
- Select "Authorized User Portal" (located in the Finances section)
- Click the authorized user name on the left menu bar
- Click  to send another email to the authorized user with a new URL for activation of account



The screenshot displays the "Authorized Access 2.0" interface for a user with an email address ending in "@gmail.com". The left sidebar contains a menu with items such as "Dashboard", "Make a Payment", "Charges Due", "Pending Aid", "Waive Fees", "Account Itemization", "Account Summary", "Account Activity", "View 1098-T's", "Authorized Users", and "Authorize New User". The "Authorized Users" section is expanded, showing a list of users with "mbcanan@gmail.com" highlighted by a red circle. The main content area is divided into two sections: "User Information" and "Account Options".

User Information

First name Mary	Last Name
Email @gmail.com	Status Inactive

User's account is inactive. The user has been sent an activation email, but has not yet activated their account.

Account Options

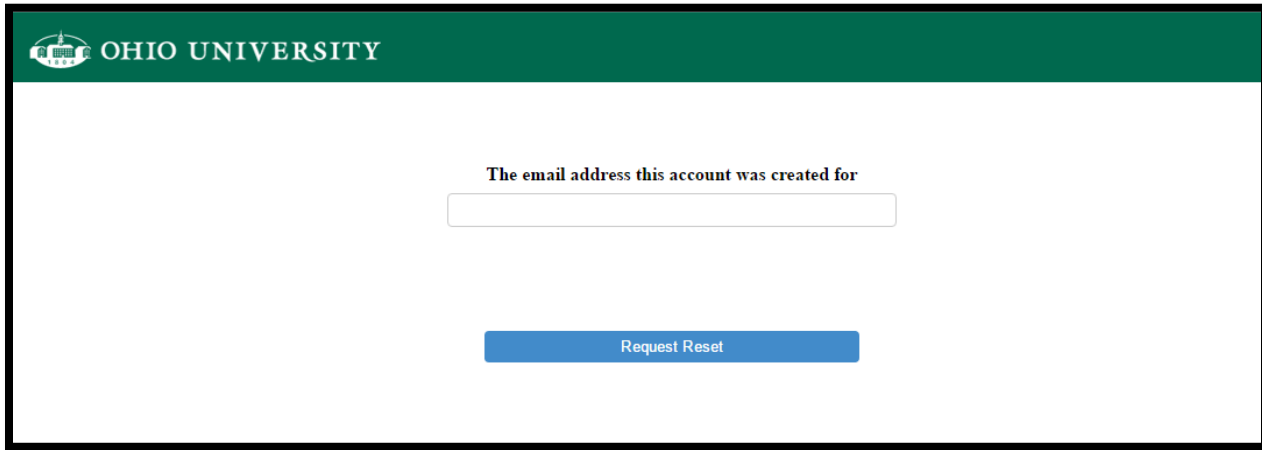
User did not activate account in time The user had 48 hours to activate their account and did not activate it in time. Their account must be renewed in order to allow the user to activate the account.	User has access to your account You have authorized this person to view your student financial data. If this person should no longer have access, click the button below.
--	---

At the bottom of the "Account Options" section, there are two buttons: "RESET ACCOUNT" (highlighted with a red circle) and "REMOVE USER'S ACCESS".

Password Reset

Authorized Users can reset their password.

- Choose the Authorized User Password Reset from the left menu on www.ohio.edu/bursar
- Enter the authorized user email address and click 'Request Reset'

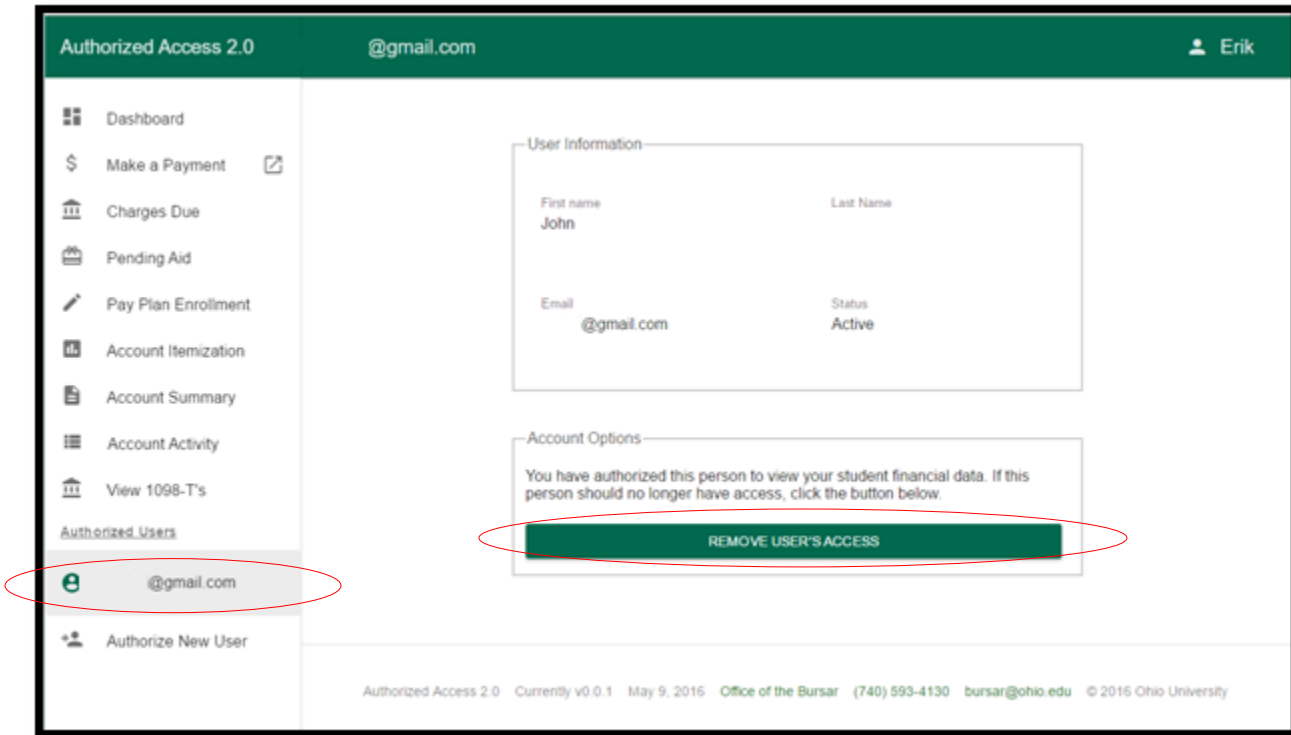


The screenshot shows a web form for password reset. At the top, there is a dark green header with the Ohio University logo and the text "OHIO UNIVERSITY". Below the header, the form contains a label "The email address this account was created for" above a white text input field. Below the input field is a blue button with the text "Request Reset".

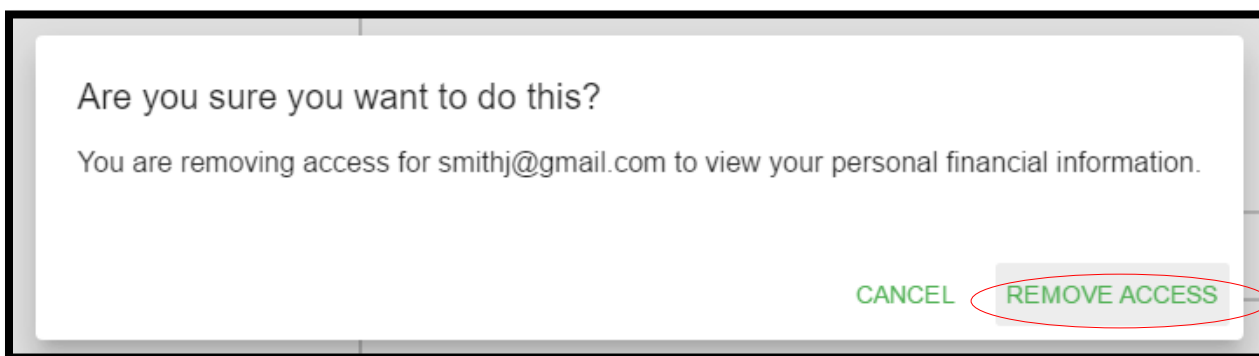
An email will be sent to the authorized user with instructions to reset their password. This email will include a URL to initiate the password reset.

Remove Authorized User Access

- Sign in to your My OHIO Student Center
- Select "Authorized User Portal" (located in the Finances section)
- Click the authorized user name on the left menu bar
- Click 'Remove User's Access'



Once the  has been clicked, the following pop-up will appear to confirm the action.

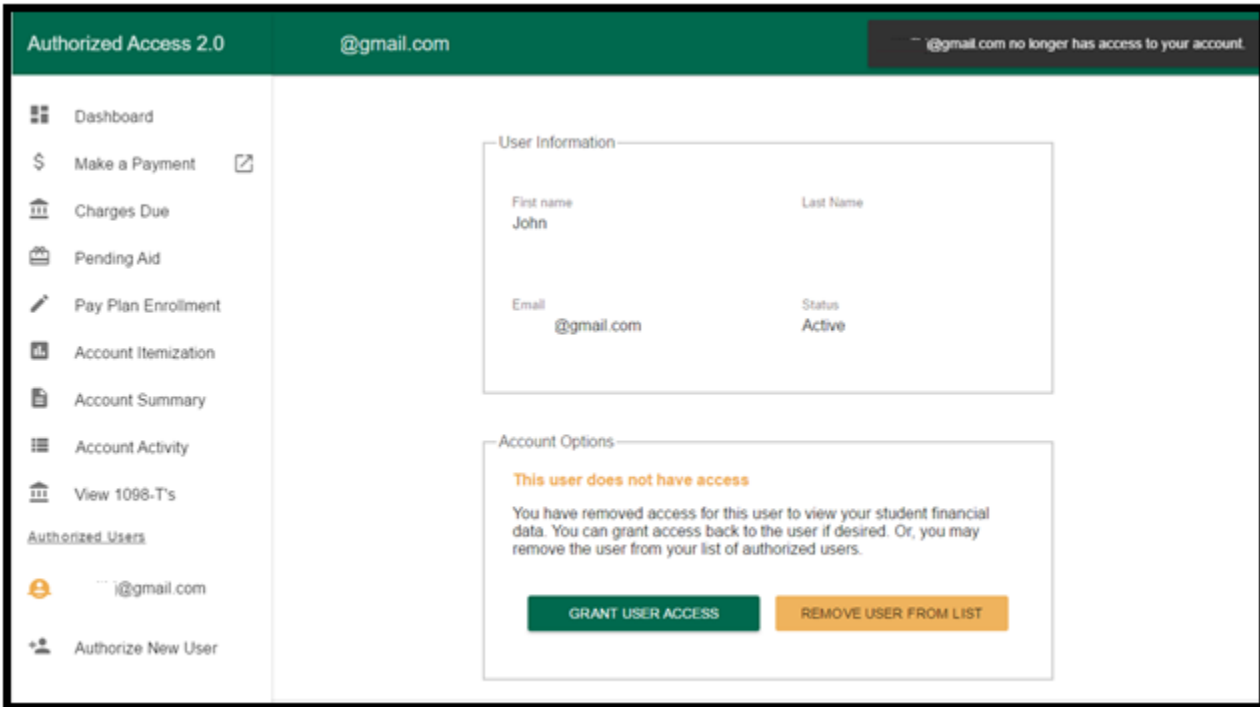


REMOVE ACCESS

To continue with the access removal, click

The following will appear as confirmation with the message in the upper right hand corner stating the authorized user account no longer has access to that student.

If 'Remove User from List' is chosen, the email address from the left hand side list will be removed.



Reactivate an Authorized User

- Sign in to your My OHIO Student Center
- Select "Authorized User Portal" (located in the Finances section)
- Click the authorized user name on the left menu bar
- Click 'Grant User Access'

The screenshot displays the 'Authorized Access 2.0' interface. The top navigation bar is green and contains the text '@gmail.com' and a notification: '@gmail.com no longer has access to your account.' The left sidebar lists various account management options, with 'Authorized Users' highlighted. Under 'Authorized Users', a user entry for 'j@gmail.com' is circled in red. The main content area shows 'User Information' for 'John' with email '@gmail.com' and status 'Active'. Below this, the 'Account Options' section contains a warning: 'This user does not have access. You have removed access for this user to view your student financial data. You can grant access back to the user if desired. Or, you may remove the user from your list of authorized users.' Two buttons are present: 'GRANT USER ACCESS' (green) and 'REMOVE USER FROM LIST' (orange), both circled in red.