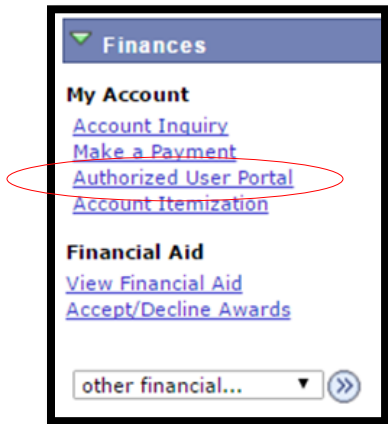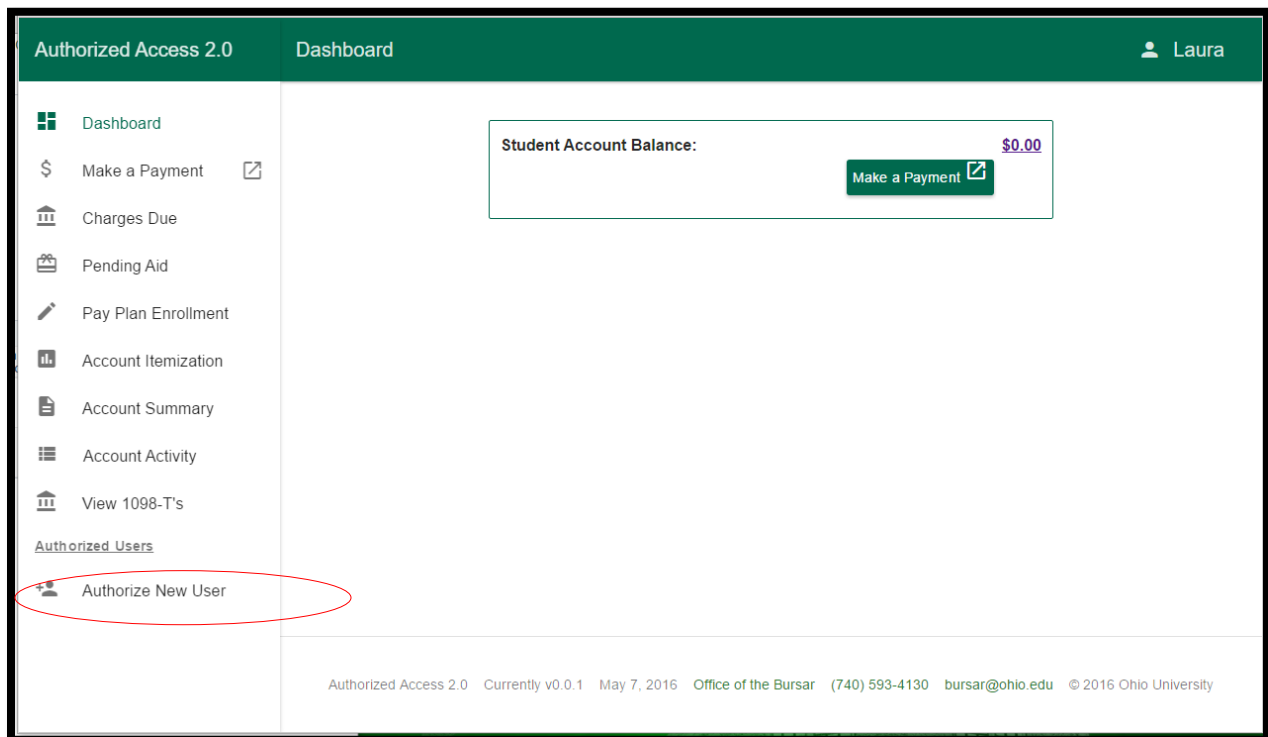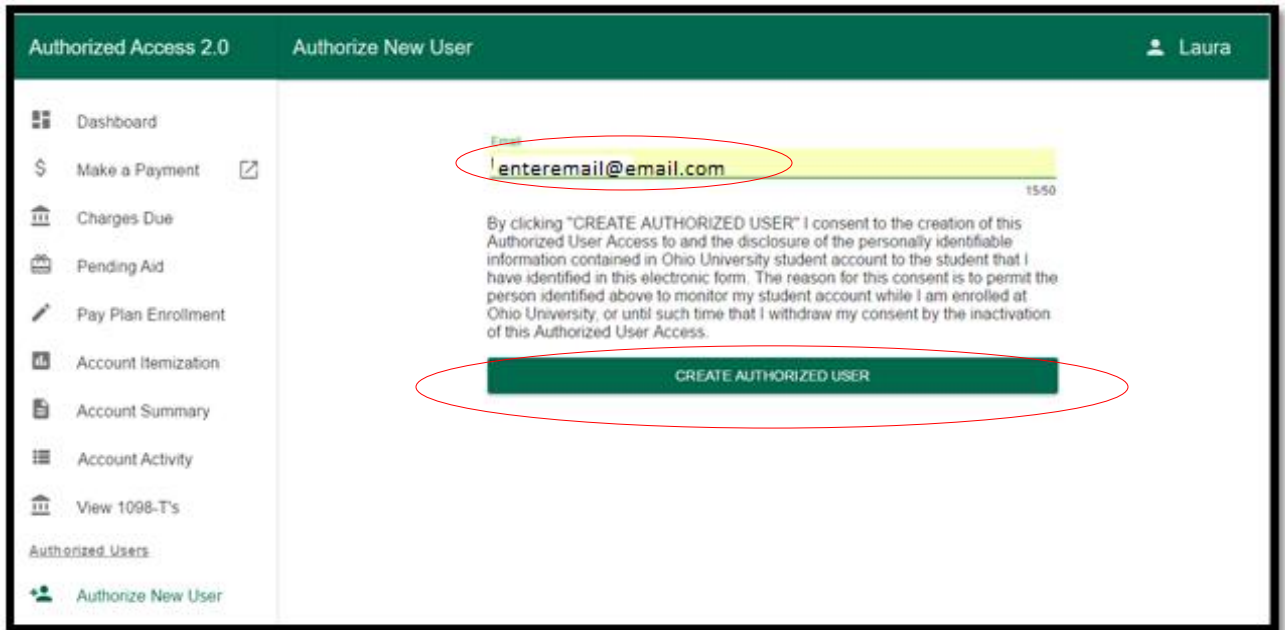## Add a New Authorized User

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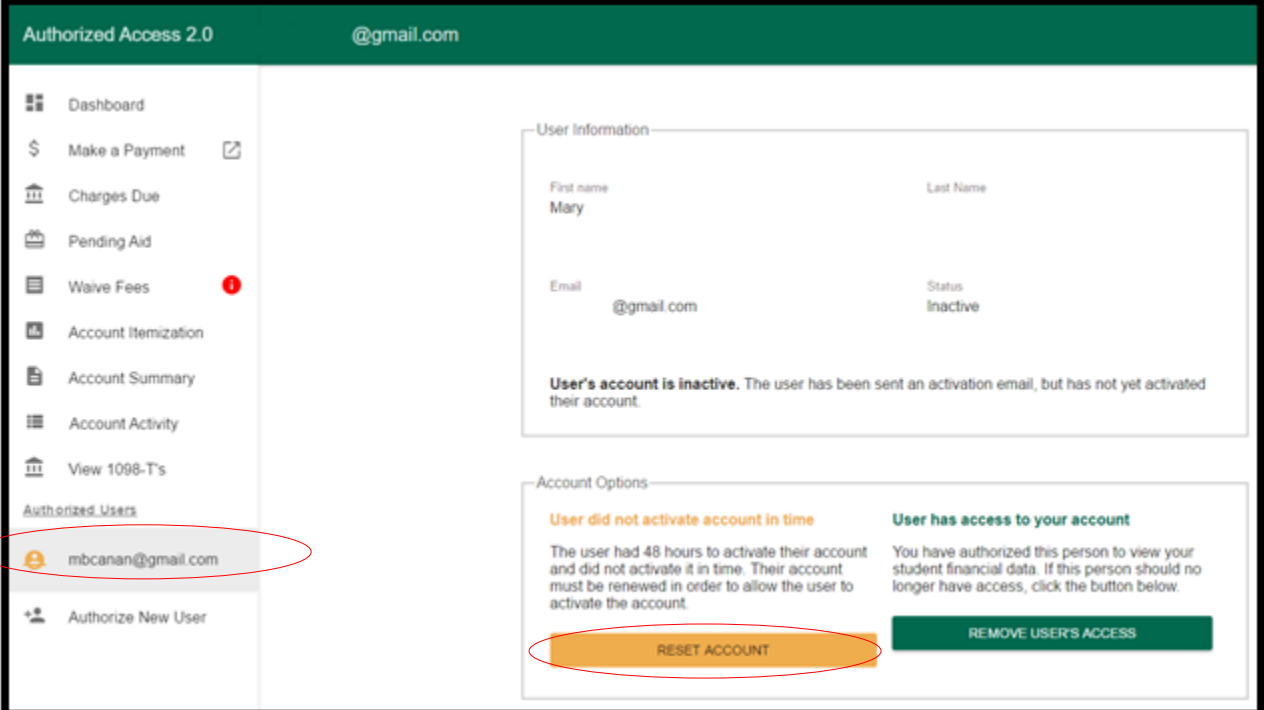
- Email Address
- First and Last Name
- Create a password

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 RESET ACCOUNT to send another email to the authorized user with a new URL for activation of account

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'

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'
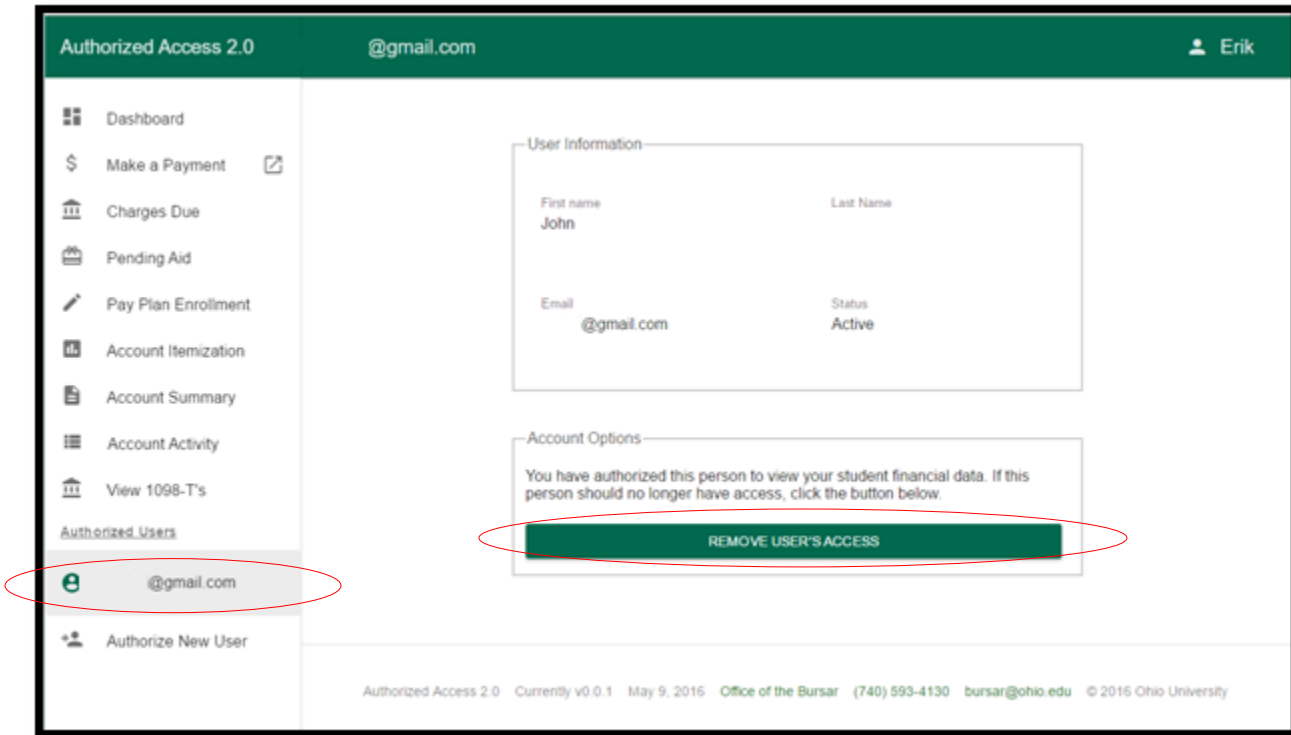
Once the [REMOVE USER'S ACCESS] has been clicked, the following pop-up will appear to confirm the action.
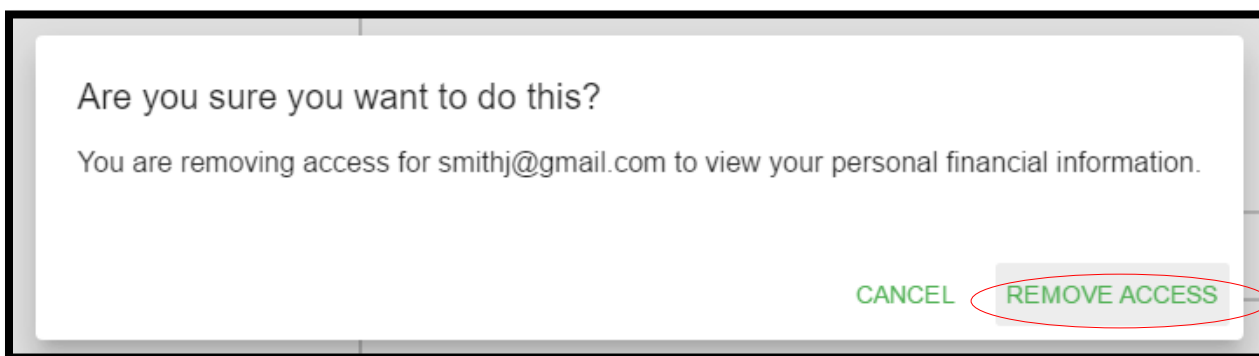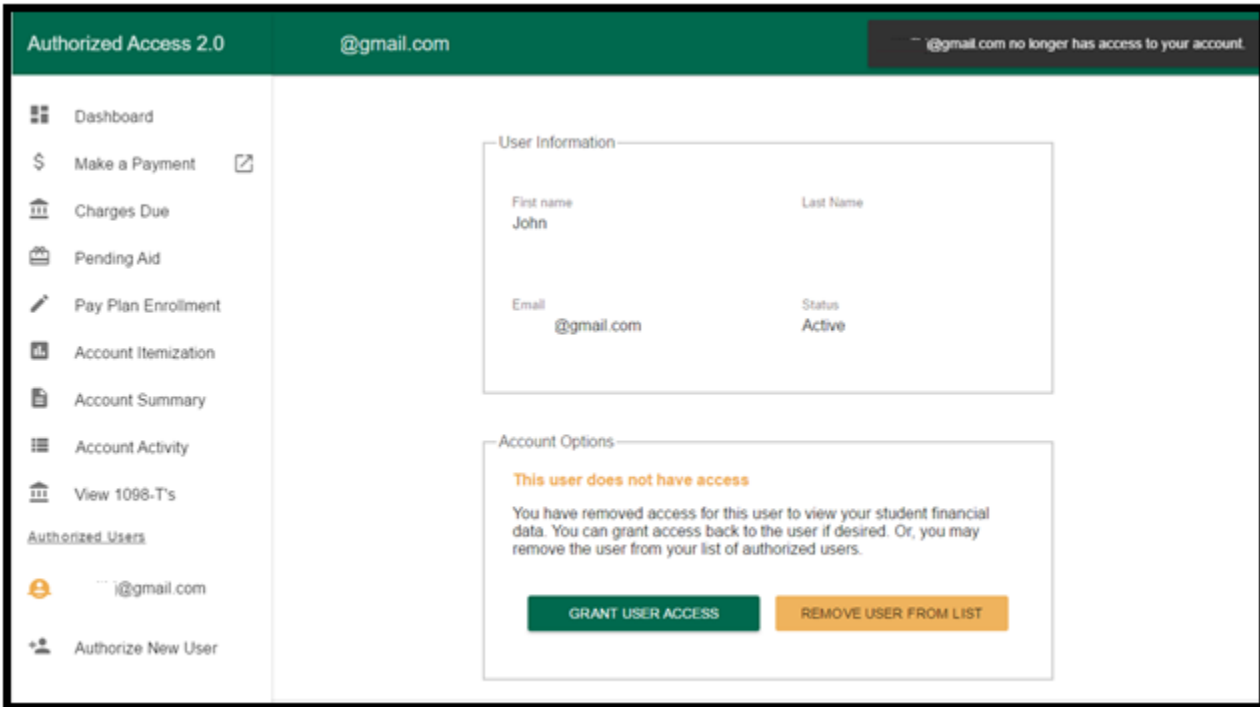
To continue with the access removal, click **REMOVE ACCESS** .

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'