

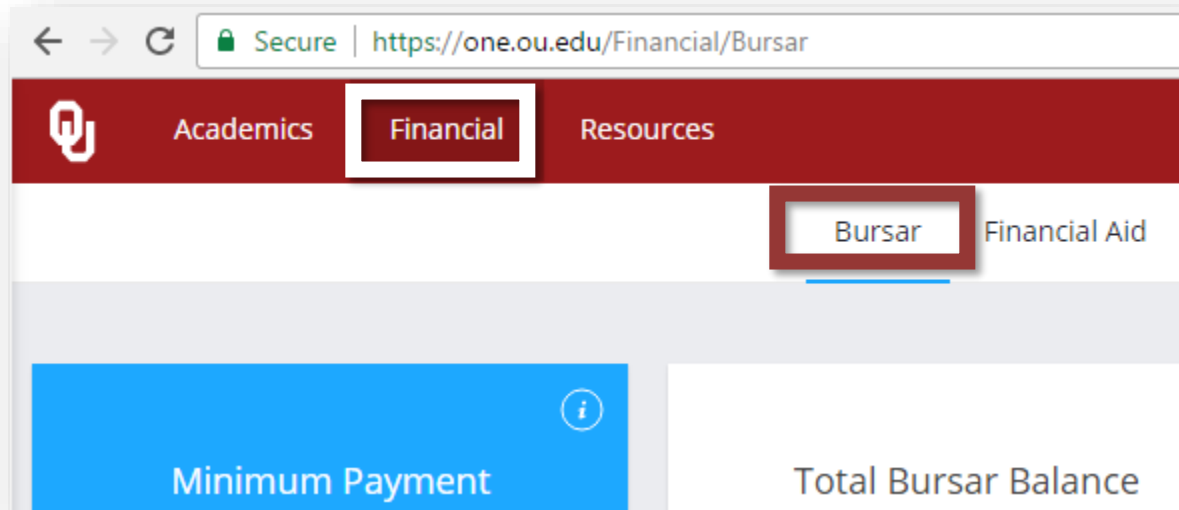
Add Authorized Users to Bursar Account

Introduction

Authorized users can make payments on behalf of the account holder and view billing statements and payment history for that account.

Section 1: Logging in to ONE.ou.edu

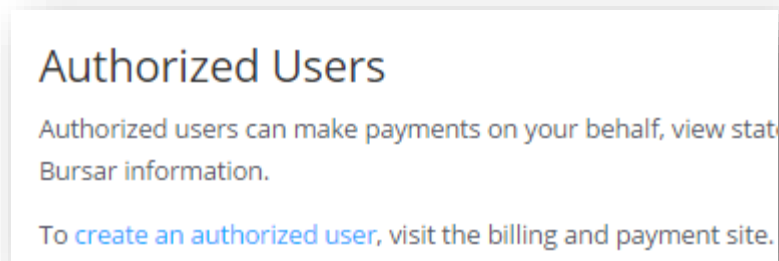
Log in to one.ou.edu using your OU Net ID and password. After you log in, click “Financial”.



Section 2: Adding Authorized Users

Adding an Authorized User

Click on “create an authorized user”.



You will be taken to the University of Oklahoma’s billing and payment site. You can set up an authorized user directly from this link. If you already have any authorized users, they will be listed here.

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 and account activity?

☒ Yes

☐ No

Would you like to allow this person to view your 1098-T tax statement?

☒ Yes

☐ No

Would you like to allow this person to view your payment history and account activity?

☒ Yes

☐ No

Continue

Cancel

Provide the e-mail address of the person whom you want to authorize. After that, decide if you want to allow that person to view your billing statement, 1098-T tax statement and payment history. Make your decisions as appropriate, and then click on “Continue”.

Agreement to Add Authorized User



The e-mail address you provided already exists in our system and is registered to Jennifer Cook. This indicates that Jennifer Cook was or may still be a registered user in our system. Please ensure that this is the person to whom you wish to give access. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **University of Oklahoma** to grant jenykay@gmail.com 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 Wednesday, June 14, 2017.

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

_____ at 6/14/17 9:19:08 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

Continue

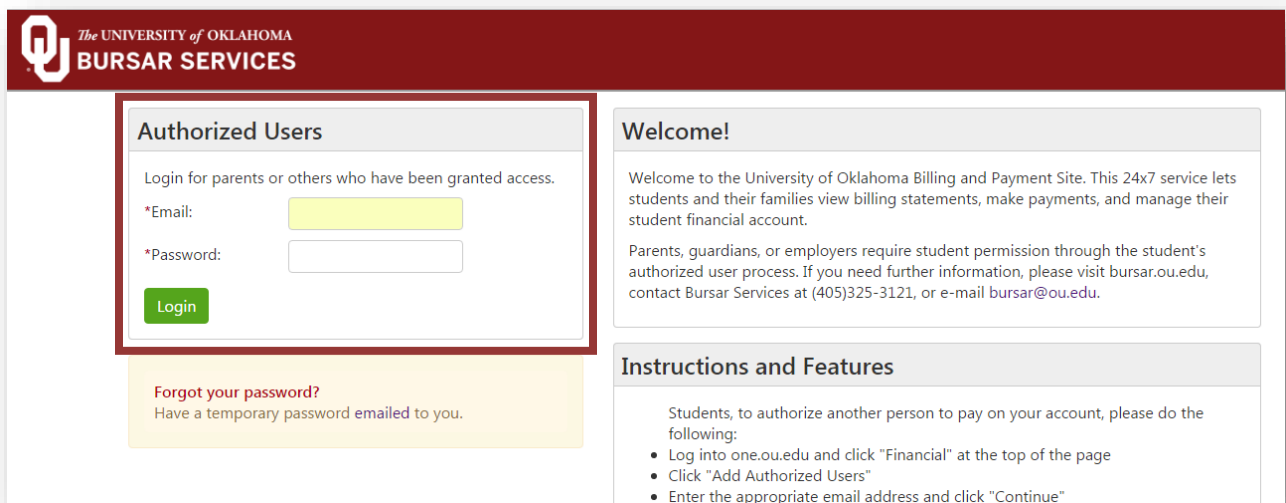
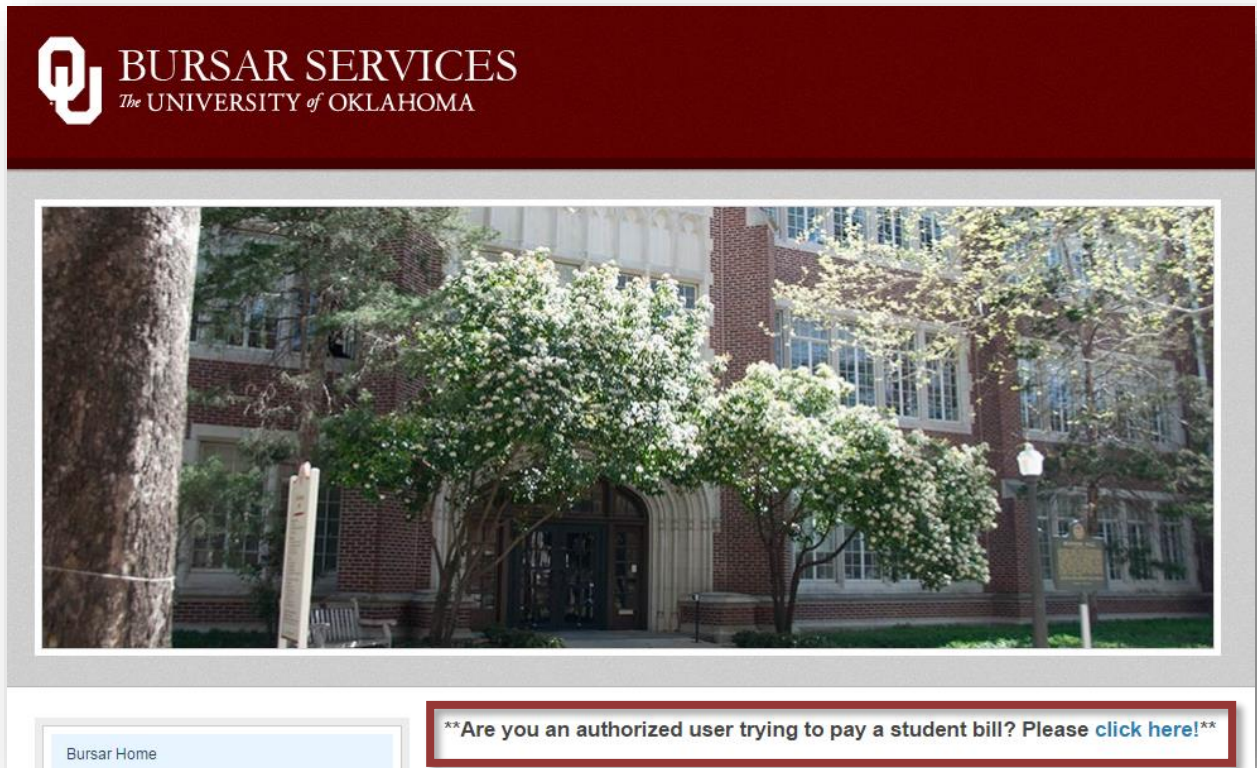
Print Agreement

Cancel

Check the box to agree to the terms and click “Continue”. You have the option to print the agreement.

Section 3: Authorized User Access

Two emails will be sent to the person you have authorized to pay on your account. One with a username, the second with the password. This will happen within seconds. If the authorized user cannot find the email, have them look in their “Junk Mail” folder. They can then log in directly at the [Billing and Payment Site](#) or access their login site through bursar.ou.edu:



The first time your authorized user accesses the billing and payment site, they will be prompted to complete their profile and create a new password.

Authorized User Profile Setup

Profile Setup

For security reasons, please change your password.

Name and E-mail Address

**Indicates required fields*

Your login ID:

**First Name:*

**Last Name:*

Email address:

Password Change

**Enter your new password:*

(minimum 7 characters and at least one number or special character)

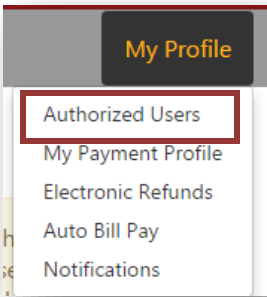
**Confirm your new password:*

Save

Cancel

Section 4: Editing or Deleting Authorized Users

You may view, edit, or delete your authorized users by visiting the “Authorized Users” page. This can be accessed either via the direct link found at one.ou.edu, or if already in the billing and payment site, under “My Profile”.



From this page, you can edit, delete, or show the agreement for current Authorized Users, as well as set up additional 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.

▼ Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
	gmail.com	Edit Delete Show Agreement
		Edit Delete Show Agreement