

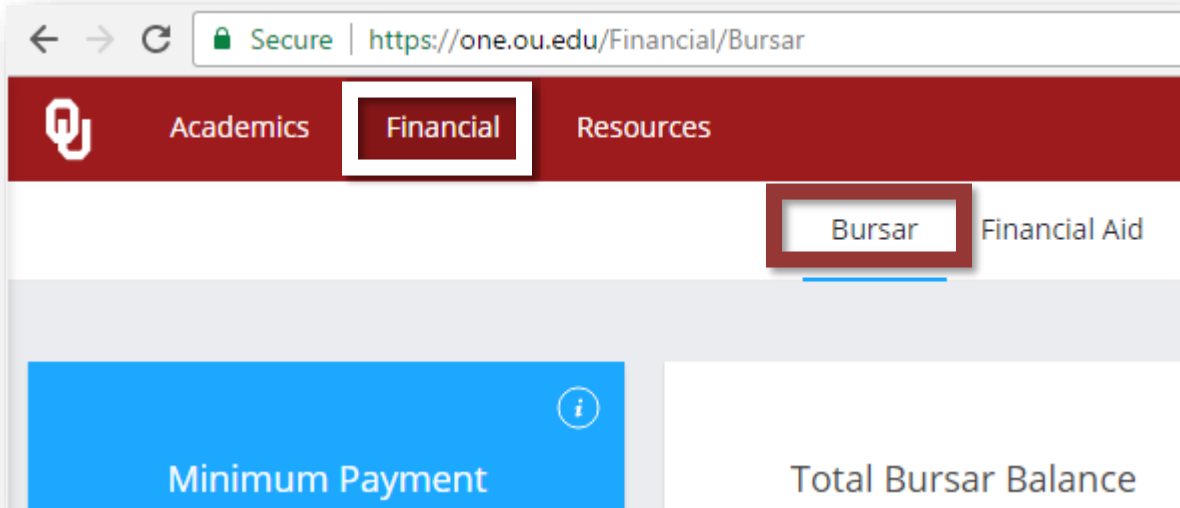
Add Authorized Users to Bursar Account

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

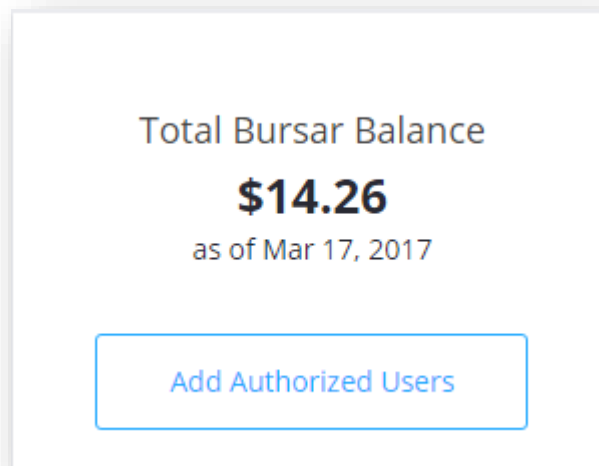
Log in to one.ou.edu using your OU Net ID and password. After you log in, click “Financial”.

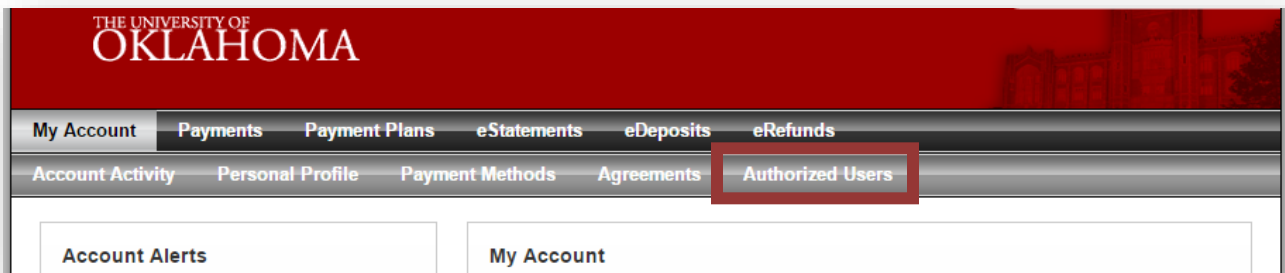


Section 2: Adding Authorized Users

Adding an Authorized User

Under “Total Bursar Balance”, click on “Add Authorized Users”.





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.

 This screenshot shows the 'Authorized Users' page. At the top, the navigation bar is the same as in the previous image, but 'Authorized Users' is now the active page. Below the navigation bar is a grey header with the text 'Authorized Users'. Underneath is a dashed-line box containing a disclaimer: '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.' Below the disclaimer is a section titled 'Add Authorized User' with a dropdown arrow. This section contains a form with the following fields: 'E-mail address of the authorized user:' with a text input box; 'Would you like to allow this person to view your billing statement and account activity?' with radio buttons for 'Yes' (selected) and 'No'; 'Would you like to allow this person to view your 1098-T tax statement?' with radio buttons for 'Yes' (selected) and 'No'; and 'Would you like to allow this person to view your payment history and account activity?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom of the form are two green buttons: 'Continue' and '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

I hereby authorize **University of Oklahoma** to grant @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 Tuesday, February 23, 2016.

For fraud detection purposes, your internet address has been logged:
at 2/23/16 6:36:40 PM CST

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


[Print Agreement](#)
[Continue](#)
[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:


BURSAR SERVICES
The UNIVERSITY of OKLAHOMA



[Bursar Home](#)

****Are you an authorized user trying to pay a student bill? Please [click here!](#)****

The University of
OKLAHOMA

Welcome to the Student Account Suite

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?

Have a temporary password e-mailed to you.

Welcome

Welcome to University of Oklahoma Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to bursar@ou.edu.

Student Account Suite Features

Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

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:

E-mail 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.

My Account

Payments

Payment Plans

eStatements

eDeposits

eRefunds

Account Activity

Personal Profile

Payment Methods

Agreements

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

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full name:	E-mail address:	Action
J.	r@gmail.com	Edit Delete Show Agreement
J.		Edit Delete Show Agreement

► Add Authorized User