

SLCCPAY+

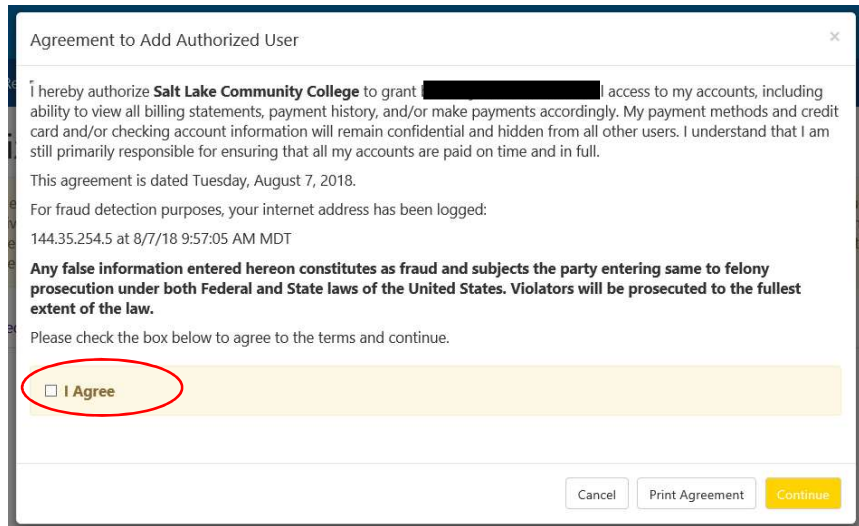
Adding Authorized Users to access account information

1. Sign in at: <https://my.slcc.edu>
2. Click **TUITION & FINANCIAL AID** on the top bar
3. Click **SLCCPay+** under the My Account field. This will open a new window, SLCCPay+
4. Click “Authorized Users” found on the right hand side under “My Profile Setup”. This will open your “Authorized Users” page.
5. Click “Add Authorized User”. This will open the drop down menu to add the email of a person other than yourself to access your account.
6. Enter the email address of the authorized user.
7. All elections below this will already have defaulted to “Yes”. If there some items you don’t want that user to access, then click “No”. Otherwise, you can leave the defaulted “Yes”. Click “Continue”.

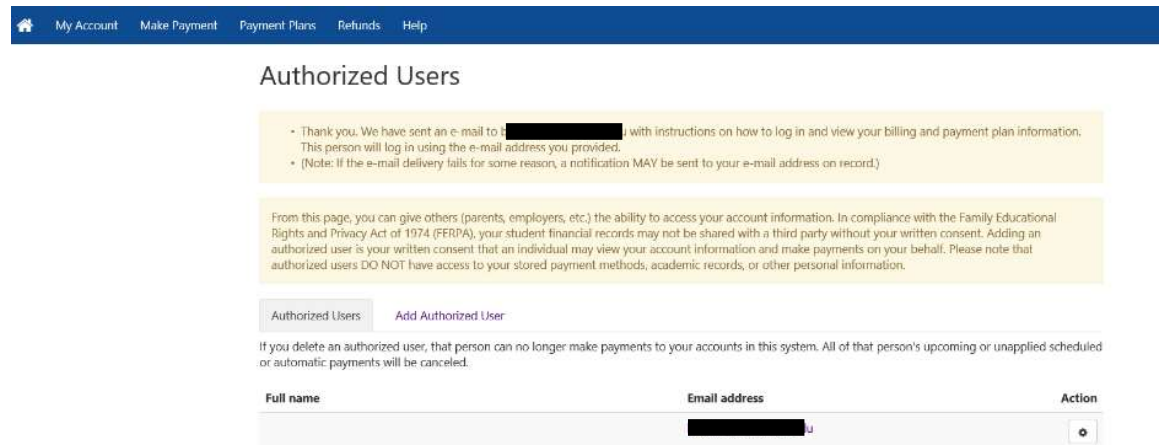
The screenshot shows the mySLCC website interface. At the top, the navigation bar includes links for HOME, ADVISOR, EMPLOYEE, TIME & LEAVE, RESOURCES, NEW STUDENT, ACADEMICS & RECORDS, ADVISOR, **TUITION & FINANCIAL AID** (circled in red), and REGISTRATION. Below the navigation bar, there are several sections: 'Financial Responsibility Agreement' with links for Sign Form, View Current Form, and View Agreement History; 'Financial Aid Awards'; 'Financial Aid Requirements' with a message about no requirements for the 2018-2019 aid year; and 'MyAccount' with a link for SLCCPay+ (circled in red). On the right side, there is a 'My Profile Setup' section with a dropdown menu where 'Authorized Users' is circled in red. Other options in the menu include Payment Profile, Consents and Agreements, Electronic Refunds, Auto Bill Pay, and Notifications.

The screenshot shows the 'Authorized Users' page. At the top, there is a warning message: "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 message is a form with a circled 'Add Authorized User' button. The form includes a text input field for the 'Email address of the authorized user' (circled in red) and three radio button questions: 'Would you like to allow this person to view your billing statement and account activity?', 'Would you like to allow this person to view your 1098-T tax statement?', and 'Would you like to allow this person to view your payment history and account activity?'. All three questions have 'Yes' selected. At the bottom right, there are 'Cancel' and 'Continue' buttons, with 'Continue' circled in red.

8. A new window will appear showing the “Agreement to Add Authorized User”. Review the information and, if you agree, click “I Agree” box and then “Continue”.



9. You will then receive a notification that an email has been sent to the email you entered for the authorized user with instructions on how to log into your account.



10. Your “Authorized User” email will receive two email similar to the example to the right that provides the link. One email will contain their username and the second will provide their temporary password. They will want to follow the instructions to then access your account.

