

## Setting Up Authorized Users in TouchNet for Financial Access

1. Go to [go.umkc.edu/Pathway](https://go.umkc.edu/Pathway).
2. Type in your UMKC SSO ID (this is the part of your UMKC email before the @ symbol) and password and click "Sign In."

*Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, "Self-Service".*

3. Click on Self Service, then Student Center. Scroll down to the "Finances" section of the Student Center page. Click on the [Log Into TouchNet](#) link in the middle of the Finances section.

*Note: Pop-up Blockers must be disabled at this step.*

The screenshot shows the UMKC Pathway website interface. At the top, there is a blue navigation bar with a dropdown menu for "Academics". Below this, a list of links is visible: Grades, Search, Plan, Enroll, My Academics, Request Degree Audit, Transcript Audit Trail, Cert Letter Audit Trail, and Enroll: MU, S&T, UMSL. A search bar contains the text "other academic...". To the right, a message box states "You are not enrolled in classes." with an "Enrollment Shopping Cart" link. Below the Academics section, there is another blue navigation bar for "Finances". Underneath, there are sections for "My Account" (with links for Manage Direct Deposit, Paid Fees Letter, Bookstore Receipts, Parking Tickets, and Billing Statement History) and "Financial Aid" (with a link for View Financial Aid). A message box states "You have no outstanding charges at this time." Below this, a paragraph explains TouchNet as a virtual one-stop shop for student financials, and a yellow "Log Into TouchNet" button is highlighted.

4. You will be directed to a UM System site and will need to re-enter your UMKC SSO ID and password in order to authenticate in to the TouchNet system.
5. Once authenticated, the TouchNet site will appear. Click on Authorized Users on the right side menu.

The screenshot shows the UMKC Cashiers Office TouchNet interface. At the top left is the UMKC logo and "Cashiers Office" text, with "University of Missouri - Kansas City" below it. At the top right, it says "Logged in as: Roo Roo | Logout". Below this is a dark navigation bar with links for "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help". The main content area is divided into three columns. The left column has an "Announcement" box with the text "Welcome to Touchnet, UMKC's One Stop Shop for all Financial Transactions." The middle column has two yellow boxes: the first says "Save time when paying. Set up a preferred payment profile in the Payment Profile page." and the second says "To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page." Below these is a yellow bar with the text "I would like to pay..." and a dropdown menu labeled "Select Option" with a "Go!" button. The right column has a "My Profile Setup" section with three items: "Authorized Users" (highlighted in yellow), "Personal Profile", and "Payment Profile".

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6. Click the second tab, Add Authorized User, select your access levels and click Continue.

Authorized Users **Add Authorized User**

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.

Email 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

7. An Agreement to Add Authorized User will appear. Click the box next to I Agree and then click Continue. This agreement will be available within TouchNet for you to view at a later date as well.
8. An email will automatically be sent to both the student email address and to the Authorized User. Please note that if the Authorized User is already in the TouchNet system for another student, they will NOT need to set up a new password. They can use their previously set up credentials in order to access multiple student accounts.
9. Your newly set up Authorized User will appear in the Authorized Users tab. You can click on the gear to the right of the Authorized User name in order to edit, delete, or view the authorization details.

## Authorized Users

- Thank you. We have sent an e-mail notification to this person
- (Note: Authorized users have their own login ID's and passwords)

Authorized Users **Add Authorized User**

Full name	Email address	Action
Test Payer	cashiers@umkc.edu	