Setting up Authorized Users using Touchnet Student Account Center

Gordon College utilizes Touchnet’s Student Bill + Payment application to allow for online viewing and payment of a student’s account for charges. This application allows for payment via webcheck or credit card. Students are billed via the ebills application. The application also allows the setup of authorized users where a student can provide their parents, grandparents, sponsors or any other individual their own account login to view and pay on the student’s behalf. Financial aid that has been authorized will be shown in the Student Account Center. 1098-T forms can be viewed and printed by the authorized users as long as consent to receive the 1098-T electronically has been granted by the student.

Note: The student has to setup the authorized user.

Step 1: Accessing Student Account Center

2. Click on ‘My Gordon’ from the top blue utility bar.
3. From “My Gordon” under For Gordon Student, click select Pay Now.

For Gordon students

- Pay Now
- Academic/Computer Labs
- Advising Notes for Students
- Graduation Ceremony Registration System
- Information Technology Orientation
- ResponseCard Student Web Utility
- Web Credit Card Payment Instructions

4. You will be redirected to the Student Account Center where you will need to enter your 929 number and 6 digit pin. Click Login.

5. My Account Page shows your Current Account Status. Your Estimated Financial Aid will be shown.
Step 2: Setting Up Authorized Users

You can now provide those individuals who you would like to make payments on your behalf an account login. This is known as an Authorized User. You are able to restrict what the user can view.

1. Click Authorized Users from the Menu bar.

2. Enter the E-mail address of the individual you want to set up as an authorized user.

3. Click the No radio button to either or both of the questions pertaining to what you want the authorized user to view.
4. Click **Continue**.

5. Click the **I Agree** to authorize the new user.

6. Click **Print Agreement** for a hard copy of the agreement.

7. Click **Continue**.

8. An email will be sent to the Authorized User with instructions on how to log in and complete the setup. Once they have logged in and entered their name, it will appear in the Full Name section of the Authorized Users page.

9. The Authorized User will now be able to login in the Authorized Users section of the Login page.