


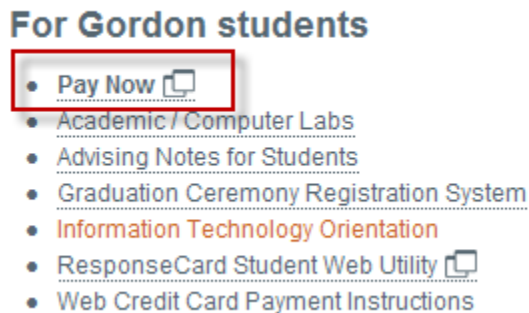
Setting up Authorized Users using Touchnet Student Account Center

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.

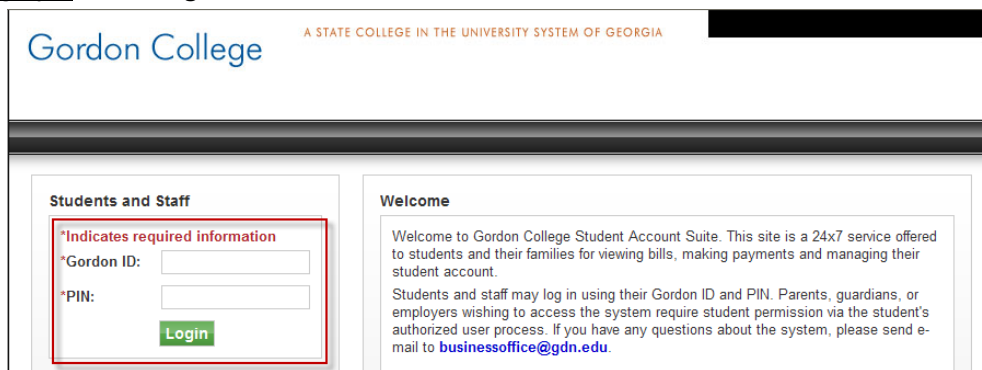
Note: The student has to setup the authorized user.

Step 1: Accessing Student Account Center

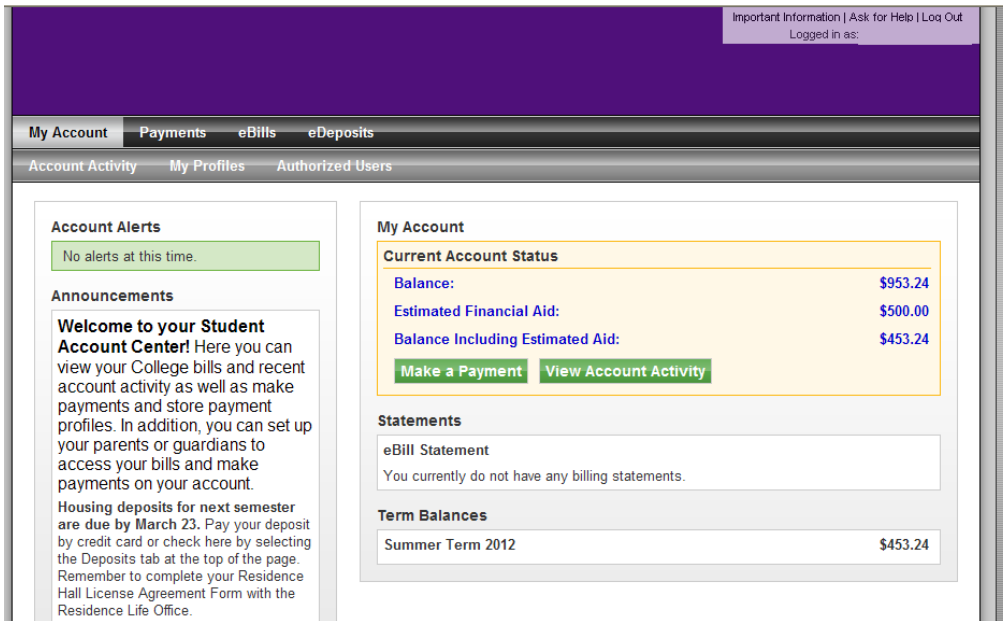
1. Go to www.gordonstate.edu.
2. Click on 'My Gordon' from the top blue utility bar.
3. From “My Gordon” under For Gordon Student, click **select** [Pay Now](#) .



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**.



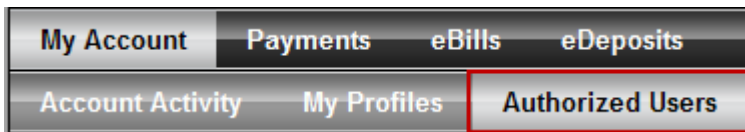
5. My Account Page shows your Current Account Status. Your Estimated Financial Aid will be shown.



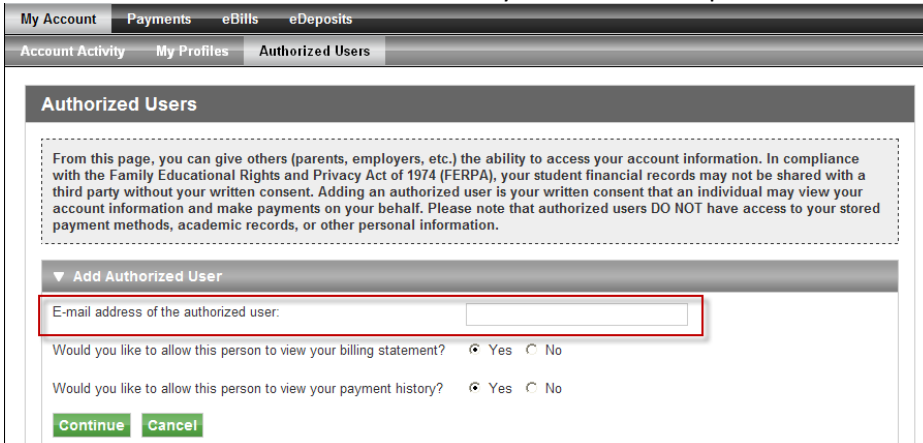
Step 2: Setting Up Authorized Users

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.

Would you like to allow this person to view your billing statement? Yes No

Would you like to allow this person to view your payment history? Yes No

[Continue](#) [Cancel](#)

4. Click **Continue**.

[Continue](#) [Cancel](#)

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

Agreement to Add Authorized User ✕

I hereby authorize **Gordon College** to grant xxx@bellsouth.net 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 Monday, May 21, 2012.

For fraud detection purposes, your internet address has been logged:
168.26.241.123 at 5/21/12 3:29:26 PM 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

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

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

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

7. Click **Continue**.

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

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.

Authorized Users

Thank you. We have sent an e-mail to @bellsouth.net with instructions on how to log in and view your billing information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

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
	@bellsouth.net	Edit Delete

► **Add Authorized User**

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

<p>Students and Staff</p> <p>*Indicates required information</p> <p>*Student ID: <input type="text"/></p> <p>*\$PinLabel\$: <input type="text"/></p> <p><input type="button" value="Login"/></p>	<p>Welcome</p> <p>Welcome to Gordon College 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.</p> <p>Students and staff may log in using their Student ID and \$PinLabel\$. 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 businessoffice@gdn.edu.</p>
<p>Authorized Users</p> <p>Login for parents or others who have been granted access.</p> <p>*E-mail: <input type="text"/></p> <p>*Password: <input type="text"/></p> <p><input type="button" value="Login"/></p>	<p>Student Account Suite Features</p> <p>Student Account Center</p> <ul style="list-style-type: none">● 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. <p>E-Billing</p> <ul style="list-style-type: none">● View and print your billing statement
<p>Forgot your password? View saved password hint, or have a temporary password e-mailed to you.</p>	