

Illinois Institute of Technology

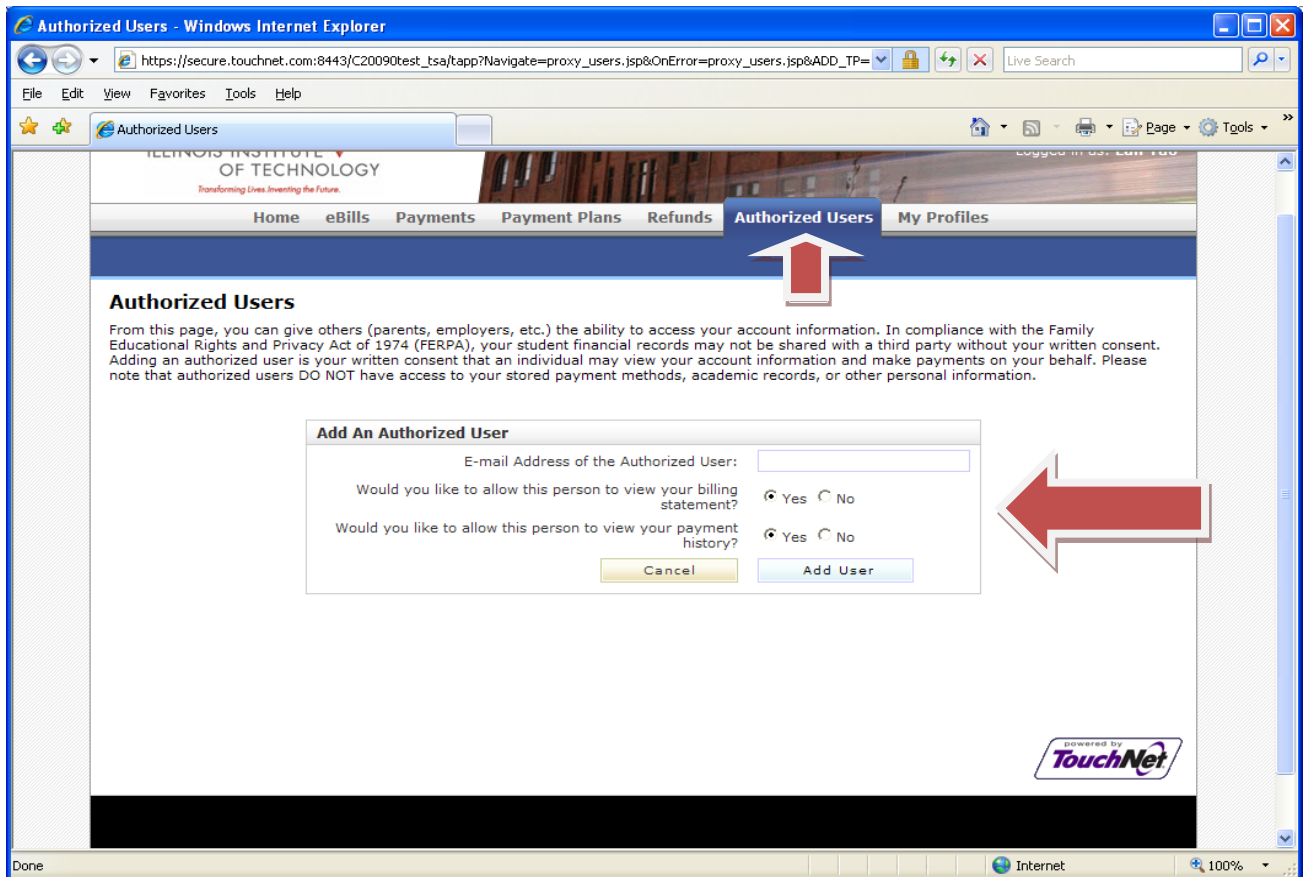
Adding an Authorized User in TouchNet

Setting up Authorized Users

A student has the ability to grant Parents, Guardians, etc access to their access accounts. Adding an authorized user is the student's consent that an individual may view their account information and make payments on their behalf.

To create an authorized user follow these simple steps:

1. Click on the **Authorized Users** tab. Then click **Add an Authorized User**
2. Enter the email address of the authorized users and complete the permissions fields.
3. Click **Add User**
4. An email will be sent to the authorized user with their log-in information. The authorized user simply follows the email instructions.



The Bursar's Office team is available to assist you with any questions you have regarding account set up or payment options. Please contact us at bursar@iit.edu or 312-567-3794.