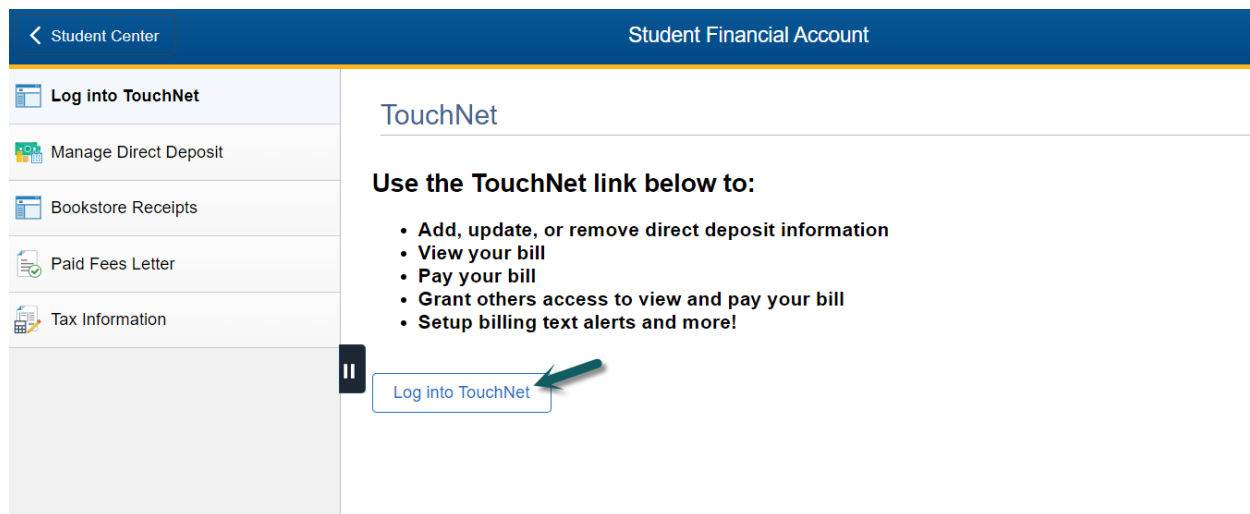# Setting Up Authorized Users in TouchNet for Financial Access

1. Go to 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".
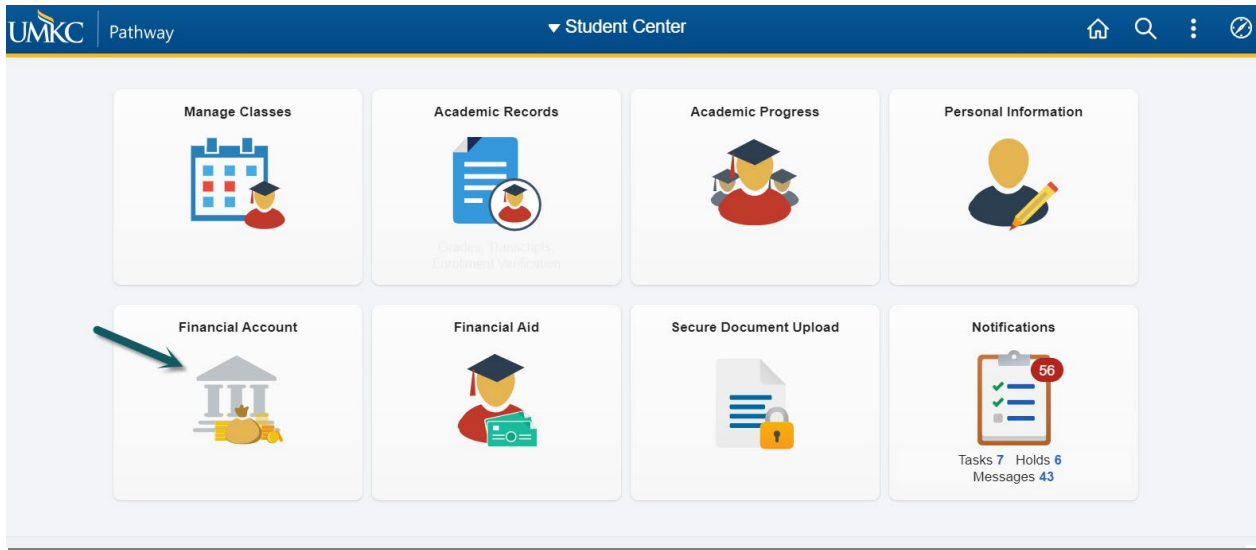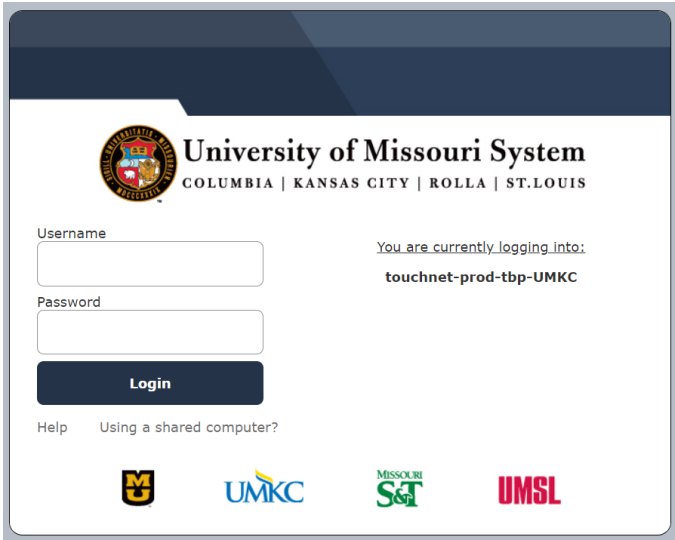

3. Click on Financial Account. Click on the Log Into TouchNet link in the middle of the page that appears.
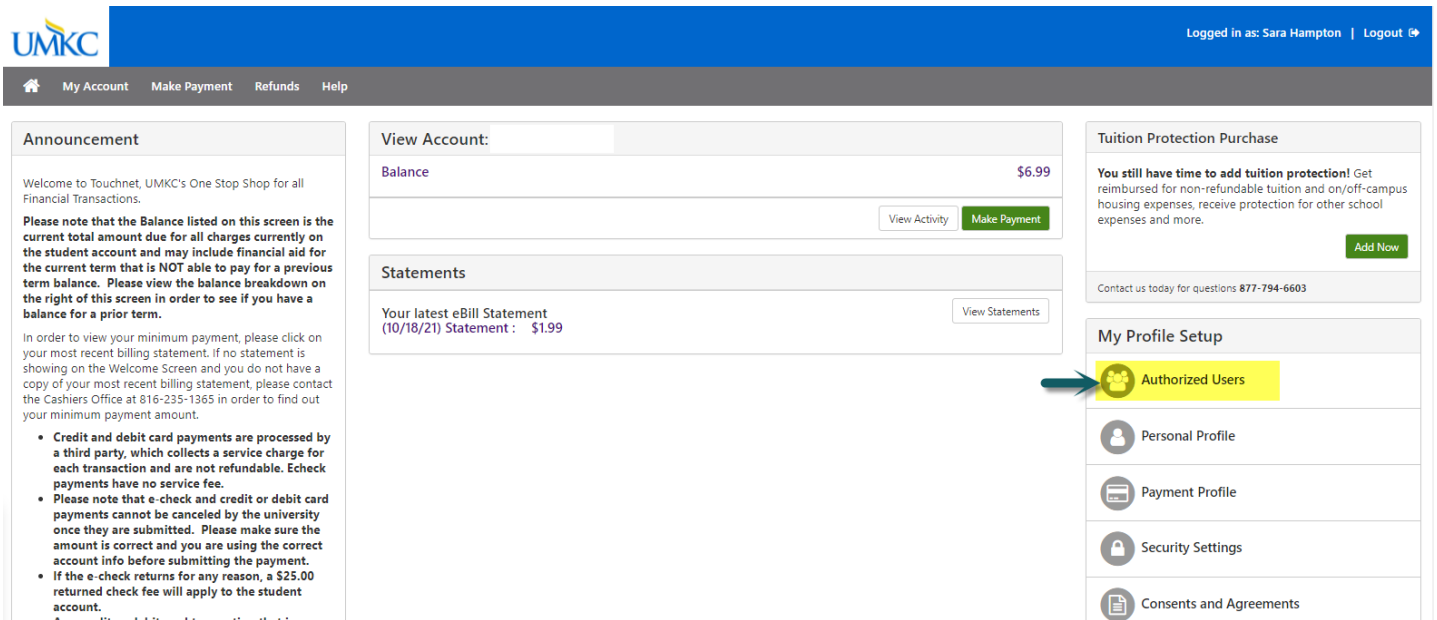   *Note: Pop-up Blockers must be disabled at this step.*

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.

Setting Up Authorized Users in TouchNet for Financial Access

5. Once authenticated, the TouchNet site will appear. Click on Authorized Users on the right side menu.

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

Cancel   Continue

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	⚙

Your authorized user will log into the system with