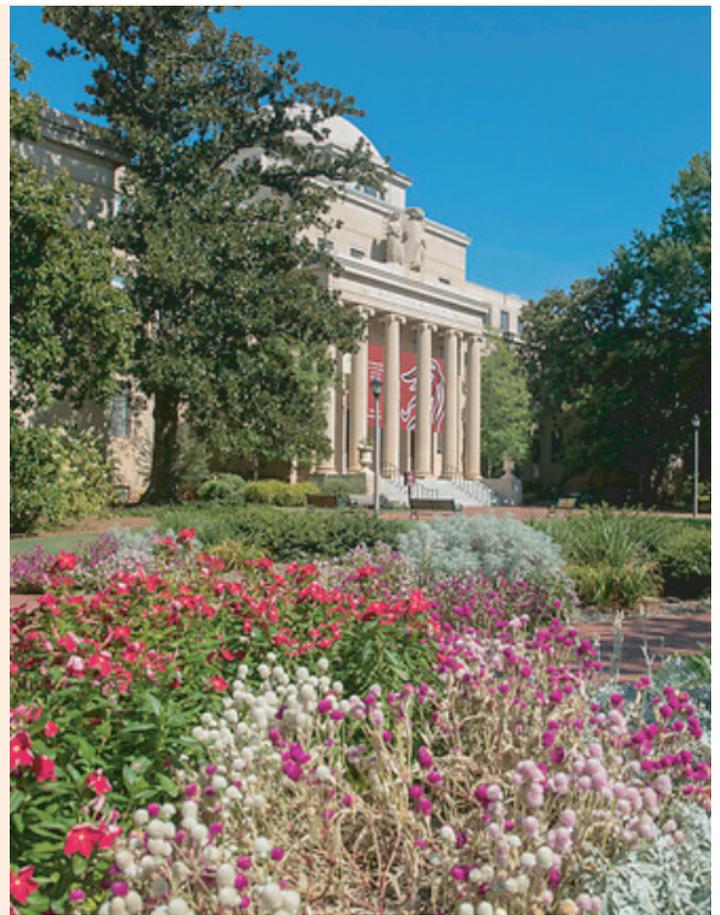


# HOW TO BECOME AN AUTHORIZED USER ON YOUR STUDENT'S ACCOUNT

If you want to access your student's account, your student is required to add you as an authorized user.

## WHAT ARE THE STEPS THE STUDENTS MUST FOLLOW TO SET YOU UP?

- Log onto [my.sc.edu](http://my.sc.edu) using VIP ID & password
- Navigate: Account Information → Payment Gateway → Authorized User
- Enter email address for Authorized User (more than one can be added)
- Select YES/NO for what information the Authorized User should be allowed to view
- Continue → read agreement → agree → print agreement → continue to submit the transaction
- A message will appear to the student with notification that the Authorized User will receive an email. Authorized Users will have their own ID and password
- The student can: delete Authorized Users, edit viewing permissions for Authorized Users, and add additional Authorized Users



## WHY BE AN AUTHORIZED USER?

- Receive monthly emails about balance due
- View account balance and payment history
- View receipts and other useful information
- Receive 1098-T tax information upon request; view and print 1098-T forms
- Set-up a payment plan
- Save payment methods which can only be viewed by the Authorized User

Note: Unless the parent/ guardian/ other is set-up as an Authorized User, no student account can be discussed by Bursar's Office staff.

