

How to Add an Authorized User



How to Add an Authorized User

You can authorize others, like your parents, the ability to view and pay your bill....

A screenshot of the East Stroudsburg University website. The top navigation bar includes the university logo on the left and a 'Home' button on the right. Below the navigation bar is a dark grey menu with links for 'Faculty Resources', 'Faculty Announcements', 'Students', 'WarriorLink', 'Incoming Fall 2019', 'eWarrior', 'Kemp Library', and 'WarriorLinkPage'. A red arrow points to the 'Students' link. A red-bordered callout box contains the text: 'To add an Authorized User, click the Student tab...'. Below the navigation bar, the main content area is divided into sections: 'Welcome', 'Announcements' (with a notice about Banner system maintenance), 'ESU Important Links' (with a list of links including D2L Access, Course Catalog, Faculty and Staff Password Reset, Student Password Reset, Email Access, Banner INB, Work Orders, and Catalog Maintenance), and 'cooperation!'.

Preferences [Select Another Term](#)

No Data Found

[Select Another Term](#)

Standing: Freshman
 Degree: Bachelor of Arts
 Level: Undergraduate
 Program: Economics, BA
 Fall Term: Summer 2015
 Spring Term: Summer 2015
 College: College of Arts & Sciences
 Campus: Main Campus
 Department: Economics, Political Science & Economics

Holds

Refunds and Payments(NEW)

On-Campus Parking Permits

ESU

Active Registrations
 Course Catalog
 At A Glance
 EYE Peer Mentor Log
 Star Mentor Log
 Check Ecard Balance or Deposit Funds
 Student Health Network (LVHN/MEDICAT)
 Complete the FAFSA On Your Phone(NEW)

Again, click View My Bill...

Student Billing Tools

[View My Bill](#)
[Pay My Bill \(Not for Payment Plans\)](#)
[Payment Plans \(Payment Plan Instructions - New\)](#)
[View My Account Holds](#)
[Setup Direct Deposit \(Click on Refunds and Create a Profile\)](#)
[1098-T Tax Information](#)

Financial Aid Awards

[Financial Aid Awards](#)

Financial Aid Requirements

You have no Financial Aid Requirements for this aid year.

2018-2019 AID YEAR [Choose Another Year](#)

[Messages](#) [Holds](#) [Financial Aid Status](#) [Progress](#)

MyESU Student Instructions

Statements **Click the Home icon...**

Please make sure your browsers pop-up blocker is disabled before you view a statement.

Search

Statement Date	Due Date	Amount
12/06/2012	01/16/2013	\$3,659.20
07/19/2012		\$0.00
09/16/2011	09/16/2011	\$1,166.00

Showing 1 to 3 of 3 entries

Logged in as: TEST TEST-DO Not Use | Logout

Deposits Refunds Help

...And click here to add an Authorized User.

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Account ID: xxxxx5385

There is no activity on this account at this time.

[View Activity](#) [Make Payment](#)

Statements

Latest eBill Statement
'12) Statement: \$3,659.20 [View Statements](#)

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Electronic Refunds
- Auto Bill Pay

STROUDSBURG UNIVERSITY

Logged in as: [Name]

Account Make Payment Payment Plans Deposits Refunds Help

Authorized Users

Simply type in the Authorized User's email address and check the YES or NO boxes.

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 payment 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 payment history and account activity? Yes No

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

This person will receive an email to complete the process and create their own password.