1. The student initiates the set-up of Authorized Users.
2. Visit cashier.unc.edu or ConnectCarolina (http://connectcarolina.unc.edu), click Login to Student Center. Log in with your ONYEN and password.

3. Under the Finances section, click on the Pay Bills/Manage Student Finances link.

4. You will be redirected to UNC Chapel Hill Student Accounts site. Please make sure that your pop-up blocker is turned off or disabled.

5. Click on the Authorized Users tab. From this page, you can give others (parents, employers, etc.) the ability to access your account information.

6. You will be presented with an Agreement to Add Authorized User screen. Check the I Agree Box and press Continue. You may also press Print Agreement to for your records.

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7. The authorized user will receive TWO emails.

- The FIRST email will be an automated message informing the user that a student has granted access to his or her online student account.
- The SECOND email will include a temporary password the authorized user will use to log into the new UNC-Chapel Hill Student Account Site. The temporary password must be changed upon logging into the system for the first time.
Authorized Users Information

After authorized user access has been granted

Once an Authorized User is granted access to the new UNC-Chapel Hill Student Account Site, he or she will receive TWO Emails from cashier@unc.edu.

***Note: If the user receives ONE Email from proxy-mgr@UNC.EDU, the user was set up as a Third Party Proxy to access non-billing information.

This is a sample of the FIRST EMAIL sent to the Authorized User indicating access has been granted by the student:

This is an automated message to inform you that the student listed below has granted you access to his or her online student account. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. You will log in with the username shown below. For security reasons, the initial password for this account is sent in a separate message.

Please go to https://secure.touchnet.com/C21551_tsa/web/login.jsp to access your student's account.

====== ACCESS INFORMATION ======
Student Name --- [ RAMESES RAM ]
Username --- [ myaddress@me.com ]
==================================

This is a sample of the SECOND EMAIL sent to the Authorized User that includes a TEMPORARY password that must be changed upon logging into the system for the first time.

This is an automated message to inform you that the student listed below has granted you access to his or her online student account. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.

====== ACCESS INFORMATION ======
Student Name --- [RAMESES RAM]
Password --- [ xleufiewot ]
==================================
Authorized Users Information

1. Once authorized user access has been established, the authorized user will log in with their username (full email address) and the temporary password.

2. They will be prompted to provide a new password. Passwords must be at least seven characters long and contain at least one number OR special character. Once all required fields are entered, press Save.
Authorized Users Information

3. They will then be redirected to the student’s account information.

Authorized Users can access their accounts by going to the “Online Services” section of the University Cashier website.
Please note: We will update the “Announcements” section of the Authorized Users portal with the important topics of the season.