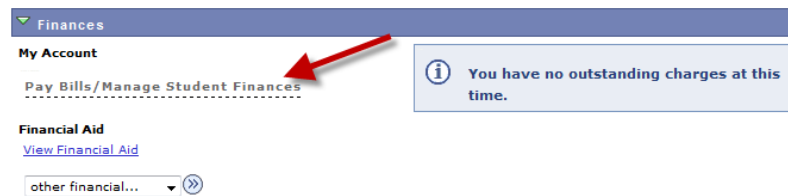


## Authorized Users Information

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.

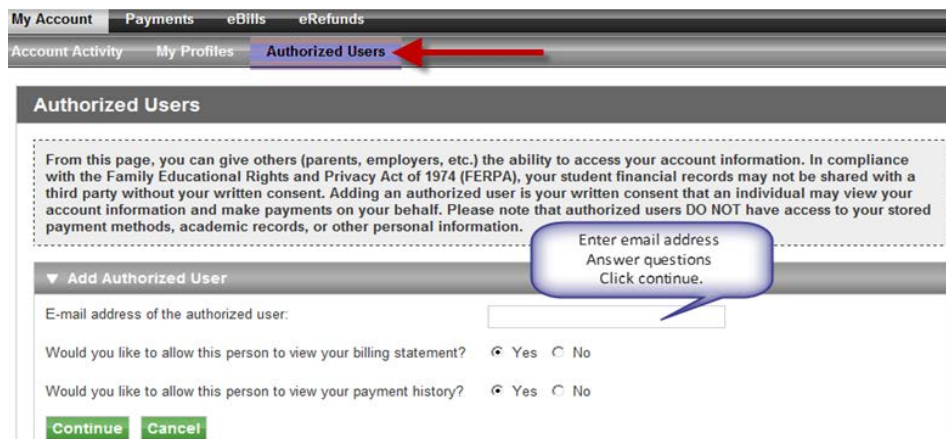


3. Under the **Finances** section, click on the Pay Bills/Manage Student Finances link.



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.

## Authorized Users Information

**Agreement to Add Authorized User**

The authorized users email address will appear here

I hereby authorize **University of North Carolina - Chapel Hill** to grant full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Wednesday, June 13, 2012.

For fraud detection purposes, your internet address has been logged:  
152.2.215.126 at 6/13/12 10:45:34 AM CDT

**ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**

Please check the box below to agree to the terms and continue.

☒ I Agree      Check "I Agree" box and click continue

[Print Agreement](#)   [Continue](#)   [Cancel](#)

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**

Thank you. We have sent an e-mail to [redacted] with instructions on how to log in and view your billing information. This person will log in using the e-mail address you provided.  
(Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, 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.

**▼ Current Authorized Users**

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full Name	E-mail Address	Action
	[redacted]	<a href="#">Edit</a>   <a href="#">Delete</a>

**► Add Authorized User**

## 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](mailto:cashier@unc.edu).

\*\*\***Note:** If the user receives **ONE Email** from [proxy-mgr@UNC.EDU](mailto: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](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 ]  
=====
```

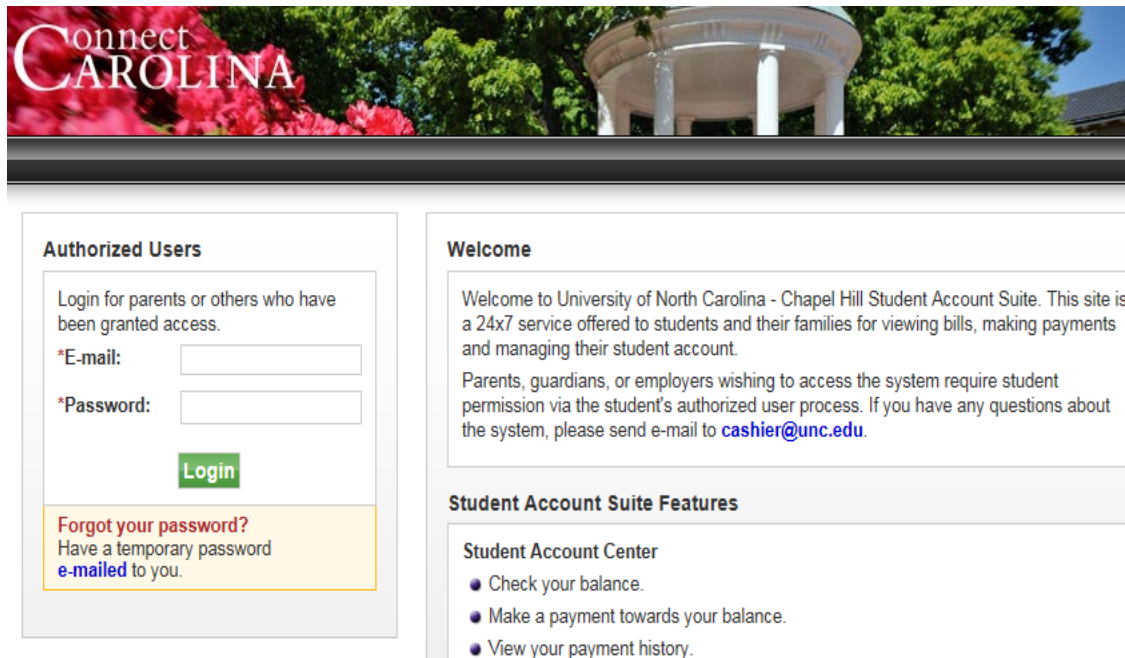
*This is a sample of the **SECOND EMAIL** sent to the **Authorized User** that includes a **TEMPORARY password** that must be changed upon logging into the system for the first time.*

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**.



**Connect CAROLINA**

**Authorized Users**

Login for parents or others who have been granted access.

\*E-mail:

\*Password:

**Login**

**Forgot your password?**  
Have a temporary password e-mailed to you.

**Welcome**

Welcome to University of North Carolina - Chapel Hill Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

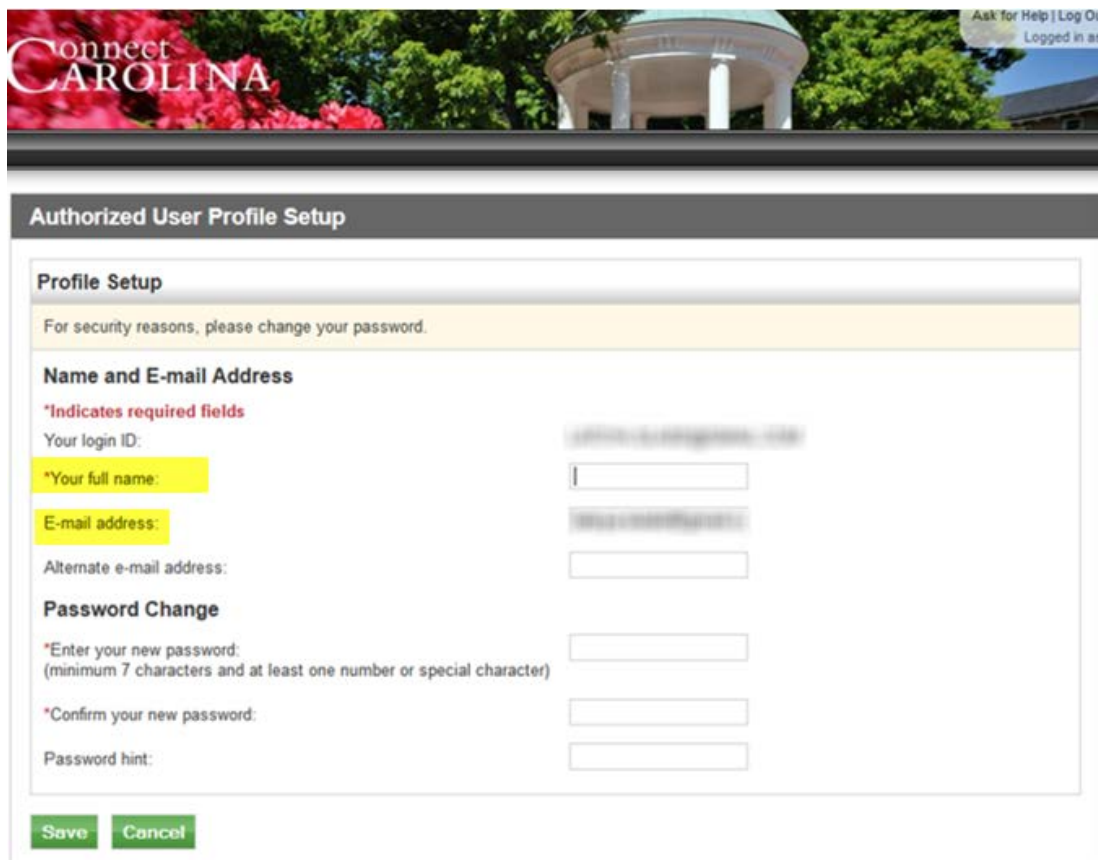
Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [cashier@unc.edu](mailto:cashier@unc.edu).

**Student Account Suite Features**

**Student Account Center**

- Check your balance.
- Make a payment towards your balance.
- View your payment history.

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**.



**Connect CAROLINA**

**Authorized User Profile Setup**

**Profile Setup**

For security reasons, please change your password.

**Name and E-mail Address**

\*Indicates required fields

Your login ID:

\*Your full name:

E-mail address:

Alternate e-mail address:

**Password Change**

\*Enter your new password:  
(minimum 7 characters and at least one number or special character)

\*Confirm your new password:

Password hint:

**Save** **Cancel**

## Authorized Users Information

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

**My Account** Payments eBills

Account Activity My Profiles Select Student

Profile changes were saved.

**Account Alerts**  
No alerts at this time.

**Announcements**  
June eBills are now available. New charges on this bill are due by 5pm. Any past due charges must be paid immediately.

**My Account**  
**Current Account Status**  
Amount Due: \$0.00  
Make a Payment View Account Activity

**Statements**  
eBill Statement  
latest bill for Student Account was posted on 6/18/12.  
Account Type: Student Account  
Statement Date: 6/18/12  
Bill Amount: \$1,440.00

U Commerce 6.0 | Bill+Payment 6.0.0  
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THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

TouchNet Secured Site

Authorized Users can access their accounts by going to the "Online Services" section of the [University Cashier website](#).

## Office of the University Cashier

Search this site...

HOW TO PAY TUITION AND FEES STUDENT ACCOUNTS TAX INFO STUDENT LOANS DEPARTMENTS CONTACT FINA

### About the University Cashier

The University Cashier serves the citizens of the State of North Carolina by billing and collecting tuition, fees and other charges, accepting and depositing departmental receipts and by servicing UNC-based student loans.

**Online Services**

- Student Account Authorized Users Access**
- ConnectCarolina
- ECSI (Student Loan System)
- Forms

New Student  
Authorized



## Authorized Users Information

Please note: We will update the “Announcements” section of the Authorized Users portal with the important topics of the season.

Student Account Information | Ask for Help | Log Out  
Student Account for: [Name] | Log In

**My Account** | Payments | eStatements

Account Activity | Personal Profile | Payment Methods | Select Student

Currently there is no activity on your account Student Account.

**Account Alerts**  
No alerts at this time

**Announcements**

The **Tuition and Fees** for 2016-2017 are now available. July eBills will soon be available. New charges on this bill will be due by 5:00 p.m., August 16, 2016. Any past due charges must be paid immediately.

September 12th - Deadline to submit the **Health Insurance Waiver**.

Please review your account activity for an explanation of charges on your account. If you need assistance, please send an email to [cashier@unc.edu](mailto:cashier@unc.edu), be sure to include the PID in the email.

**My Account**

**Current Account Status**  
Student Account There is no activity on this account at this time.

**Make a Payment** | **View Account Activity**

**Statements**

**eBill Statement**  
[Name] currently does not have any billing statements.

