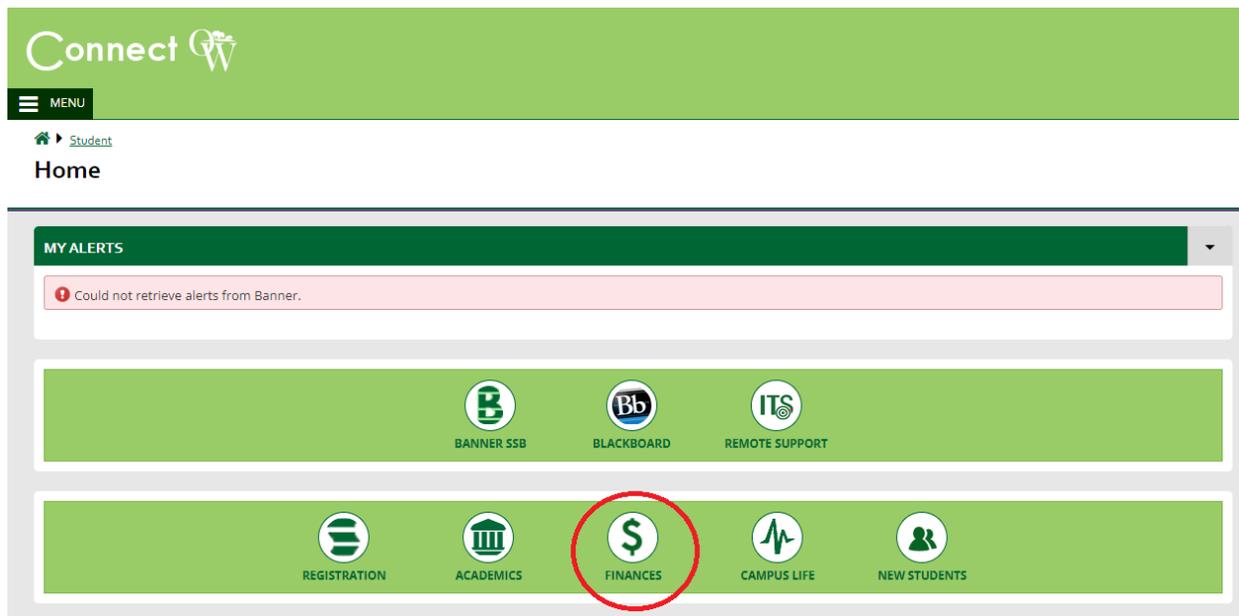


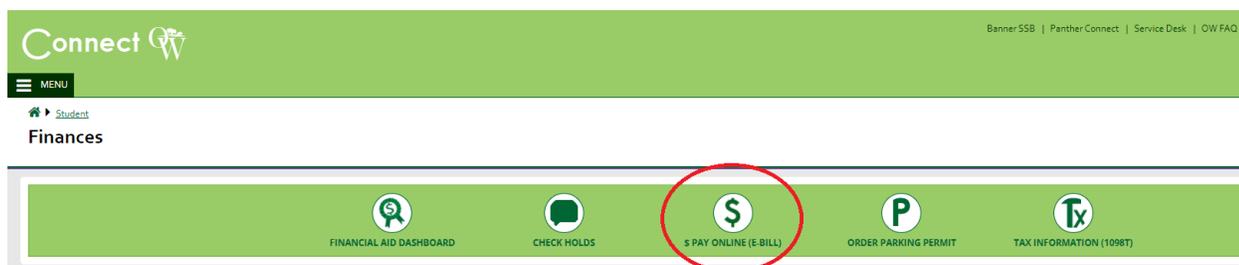
Agregar un usuario autorizado para ver la cuenta del estudiante/pagar facturas

1) El estudiante inicia sesión en connect.oldwestbury.edu con su nombre de usuario y contraseña

2) Haga clic en la pestaña FINANZAS



3) Haga clic en "\$ Pagar en línea (factura electrónica)



4) Haga clic en "Usuarios Autorizados"

The screenshot shows the SUNY Old Westbury student account dashboard. At the top left is the SUNY Old Westbury logo. Below it is a navigation bar with links: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. On the left, there is an 'Announcement' box with an 'IMPORTANT NOTICE' regarding payment methods. In the center, there is a 'Student Account' summary showing a balance of \$0.00 and buttons for 'View Activity' and 'Make Payment'. On the right, there is a 'My Profile Setup' sidebar with several options: 'Authorized Users' (highlighted with a red box), 'Personal Profile', 'Payment Profile', 'Security Settings', 'Electronic Refunds', and 'Term Balances'.

5) Haga clic en "Agregar Usuario Autorizado"

The screenshot shows the 'Authorized Users' page. At the top left is the SUNY Old Westbury logo. Below it is a navigation bar with links: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. The main heading is 'Authorized Users'. Below the heading are two buttons: 'Authorized Users' and 'Add Authorized User' (highlighted with a red box). Below the buttons is a yellow message box that says 'No authorized user has access to your account information.'

6) Siga las indicaciones para agregar información y permisos de usuario

The screenshot shows the 'Add Authorized User' form. At the top left is the SUNY Old Westbury logo. Below it is a navigation bar with links: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. The main heading is 'Authorized Users'. Below the heading are two buttons: 'Authorized Users' and 'Add Authorized User'. Below the buttons is a yellow message box with the following text: '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.' Below the message box is a text input field for 'Email address of the authorized user'. Below the input field are three questions with radio button options: 'Would you like to allow this person to view your billing statement and account activity?' (Yes selected), 'Would you like to allow this person to view your payment history and account activity?' (Yes selected), and 'Would you like to allow this person to view your OneCard balance?' (Yes selected). At the bottom right are 'Cancel' and 'Continue' buttons, with 'Continue' highlighted in green.