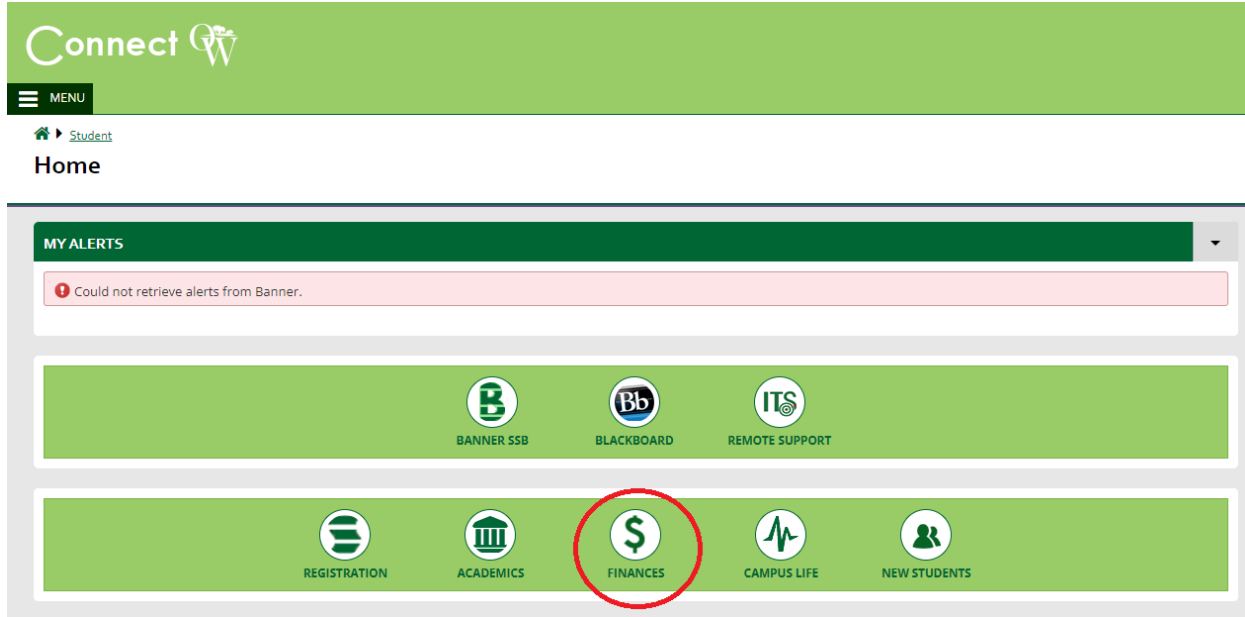
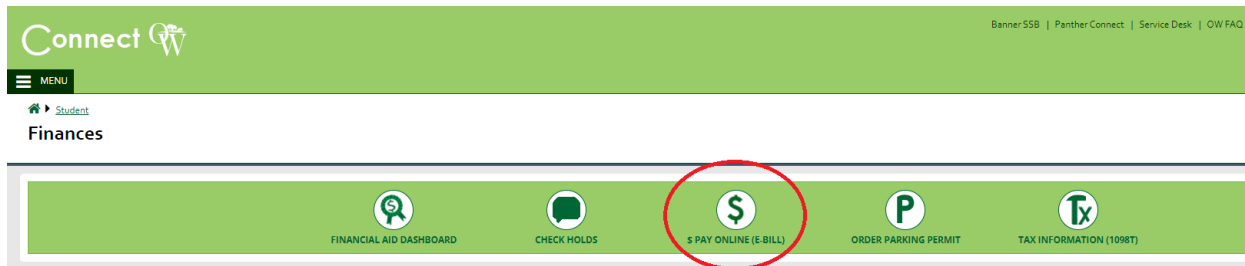


Adding an Authorized User to View Student Account/Pay Bills

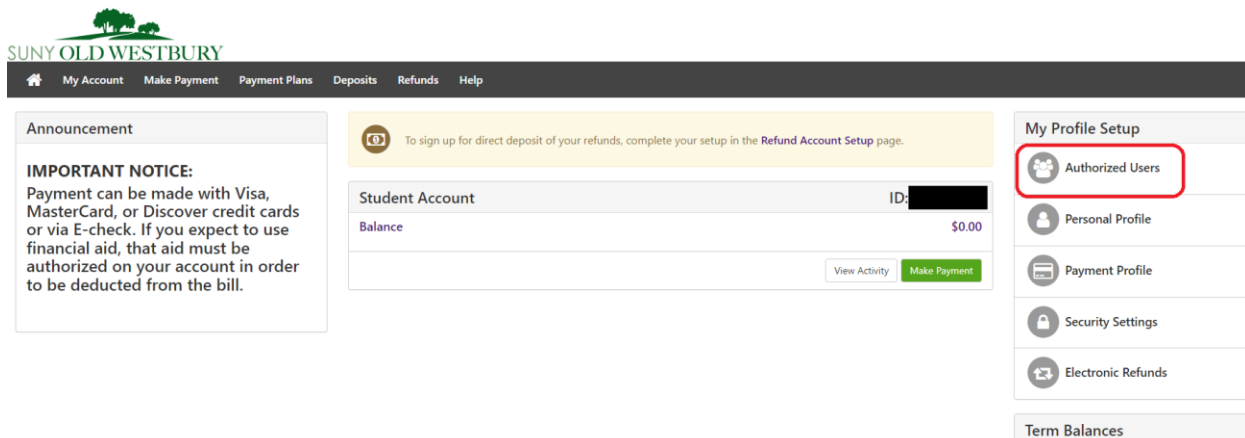
- 1) Student logs onto connect.oldwestbury.edu with their username and password
- 2) Click the FINANCES tab



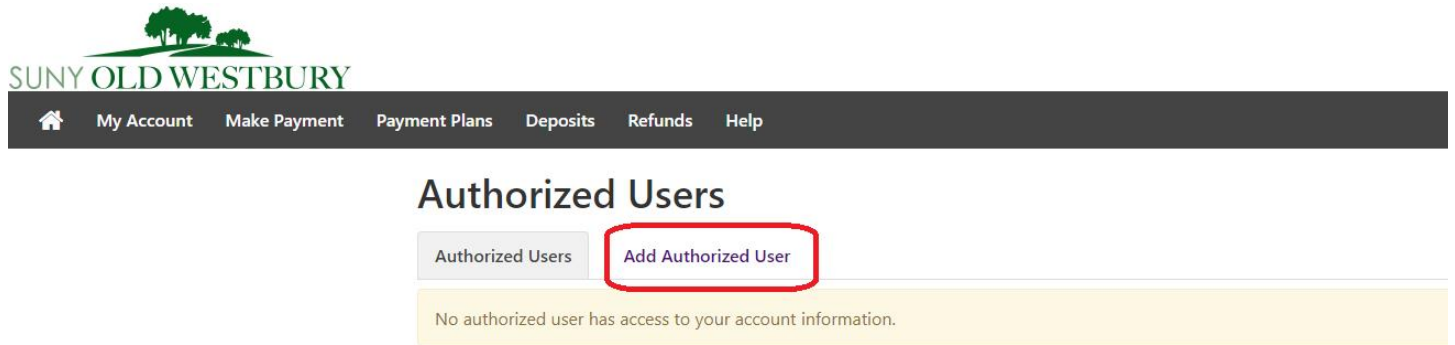
- 3) Click "\$ Pay Online (E-Bill)



- 4) Click "Authorized Users"

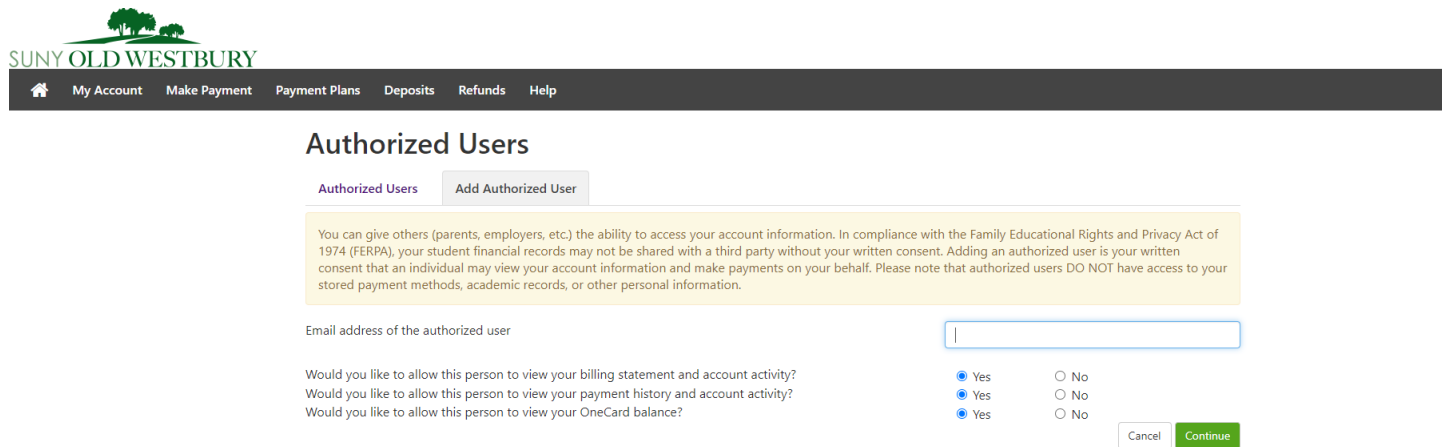


5) Click “Add Authorized User”



The screenshot shows the SUNY Old Westbury website header with navigation links: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. Below the header is the 'Authorized Users' section. It features two buttons: 'Authorized Users' and 'Add Authorized User'. The 'Add Authorized User' button is highlighted with a red rectangular box. Below the buttons is a yellow message box stating: 'No authorized user has access to your account information.'

6) Follow the prompts to add user information and permissions



The screenshot shows the 'Add Authorized User' form on the SUNY Old Westbury website. The header and navigation are the same as in the previous screenshot. The 'Add Authorized User' button is now active. Below the button is a yellow informational 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 informational box is a form with the following fields and options:

- 'Email address of the authorized user' with an empty text input field.
- Three radio button questions:
 - 'Would you like to allow this person to view your billing statement and account activity?' with 'Yes' selected.
 - 'Would you like to allow this person to view your payment history and account activity?' with 'Yes' selected.
 - 'Would you like to allow this person to view your OneCard balance?' with 'Yes' selected.
- 'Cancel' and 'Continue' buttons.