

Adding an Authorized User is a very easy process, which allows students to grant direct access to university billing, disbursed financial aid and scholarship amounts, to any individual(s) the student chooses. Below are the step-by-step instructions. Authorized users will login directly to TouchNet, rather than going through My Buff Portal, which does not allow parents to access TouchNet.

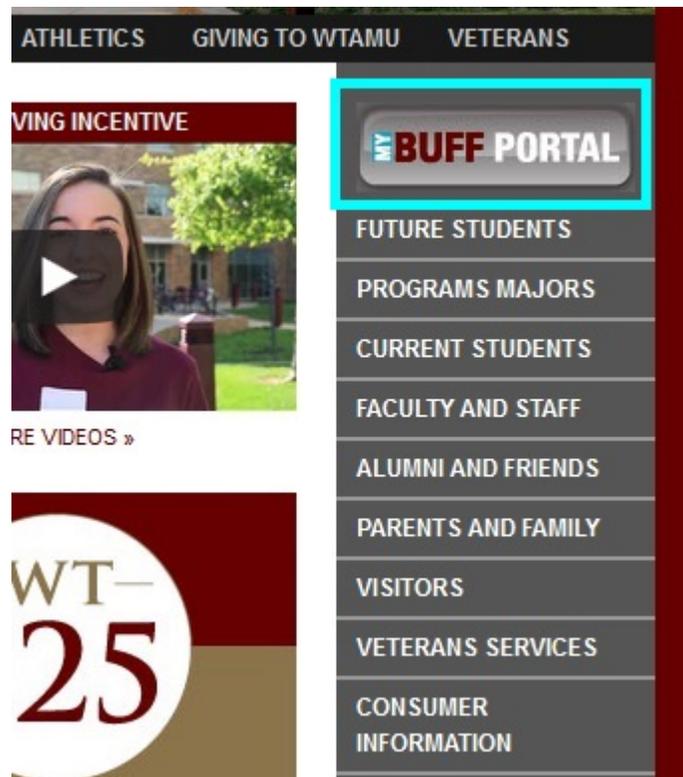
Please be advised: Adding Authorized Users does not take the place of the Parent Proxy through the Office of the Registrar. Parent Proxy allows students to grant parents/guardians access to many parts of the student's account online academic information online through My Buff Portal, and gives West Texas A&M University the student's permission to release any information to the list of approved individuals on the student account in person, over the phone or by email. Instructions for how to set up this other important type of access can be found by clicking [this link](#).

First, we strongly encourage students to use Mozilla Firefox, Google Chrome or Internet Explorer for all portal activity. There is a chance that Safari will not load pages correctly. If the icons do not load, we encourage you to try a different browser.

To add an authorized user, begin at the WTAMU homepage:

www.wtamu.edu

Click on My Buff Portal on the right side of the screen. This portal is where your student will manage all university business:



Next, your student will enter their username and password. If your student has forgotten their password, they can utilize the [Forgot Password](#) link, or the [Reset Password](#) link below the login area. If neither of these options are available, the student can call the [HELP line](#) using the number provided to the right of the login box.



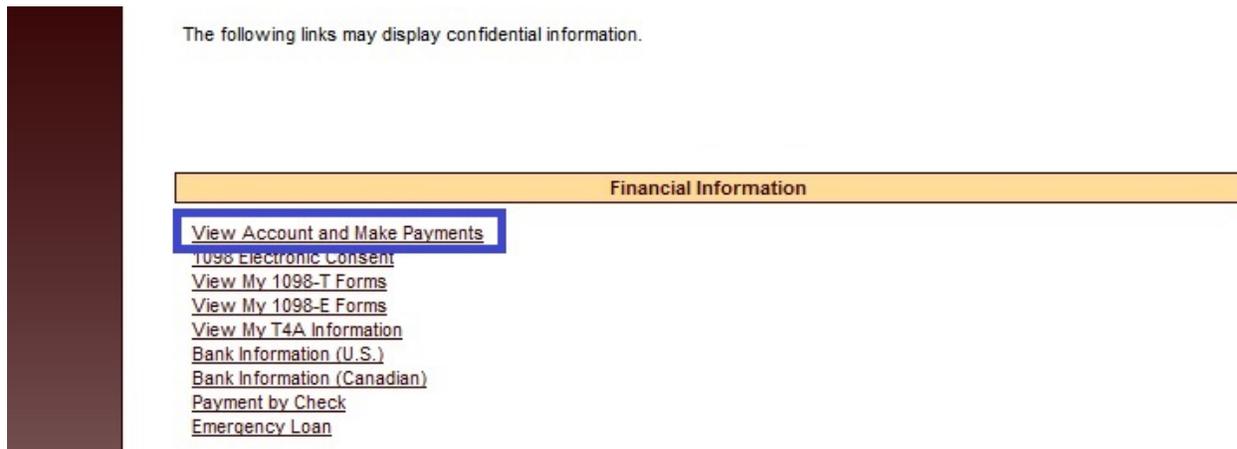
Once your student is in the portal, several icons will be available in the upper right hand corner. Click on the green compass for Buff Advisor.



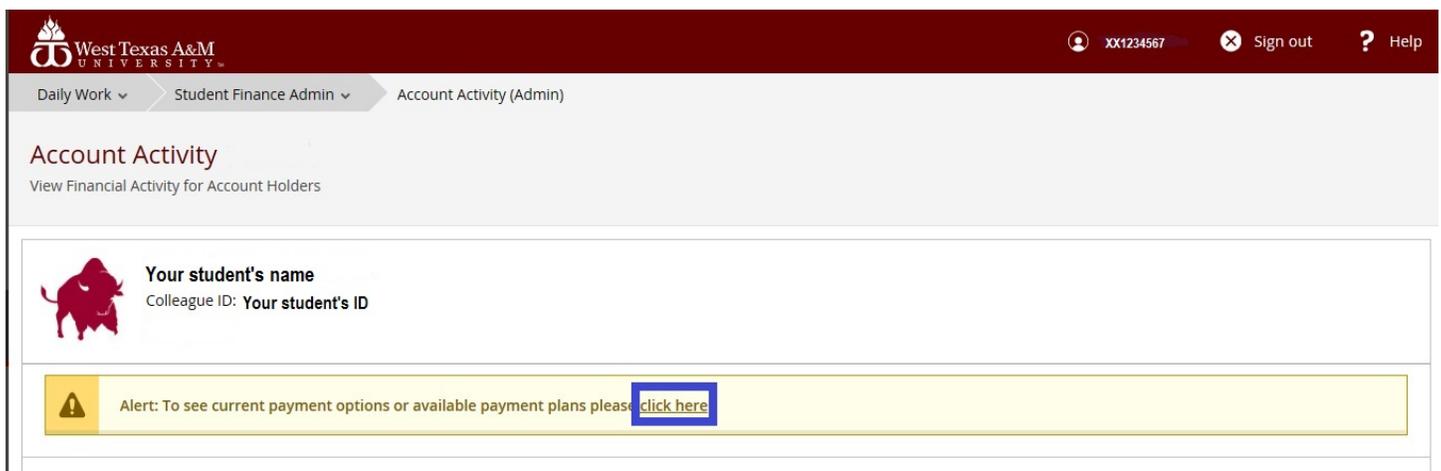
Next, your student will be redirected to a bridging screen. They will need to click Students in the lower right corner.



Once the next page loads, the student is now in the Buff Advisor module. To access TouchNet for all items related to billing, the student must click the first link, [View Account and Make Payments](#).



Please note that on this screen, the student will see a yellow alert bar. They must click on the [CLICK HERE](#) link to be redirected into TouchNet.



Once this page loads, the student is now in the TouchNet system on the home page for the student's account. On the right side of the screen, the student will click Authorized Users.

The screenshot shows the West Texas A&M University Student Payment Center interface. The top navigation bar includes the university logo, the text "West Texas A&M UNIVERSITY", and a "Logged in as: Your student's name | Logout" link. Below the navigation bar are links for "My Account", "Make Payment", "Payment Plans", and "Help". The main content area is divided into three sections: "Announcement" with a welcome message, "Student Account" showing a balance of \$0.00 and buttons for "View Activity" and "Make Payment", and "My Profile Setup" with a blue box highlighting the "Authorized Users" option. Other options in the profile setup include "Consents and Agreements" and "Notifications". A "Term Balances" section is also visible at the bottom right.

On the next screen, the student will see a reiteration of the FERPA law that protects their privacy, and a reminder that by adding an authorized user, the student is granting the authorized user access to protected information. To proceed, the student will click Add Authorized User.

The screenshot shows the "Authorized Users" page. The top navigation bar is identical to the previous page, but includes a "My Profile" link on the right. The main heading is "Authorized Users". Below the heading is a yellow disclaimer box containing text about FERPA and account access. At the bottom of the page, a blue box highlights the "Add Authorized User" button.

On the following screen, the student will enter the email address of the authorized user and click the green Continue button.

Authorized Users

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.

Add Authorized User

Email address of the authorized user

Would you like to allow this person to view your payment history and account activity?

Yes

No

Cancel

Continue

From here, the authorized user will receive an email giving instructions for setting up their user account, (choosing a user name and password). We strongly encourage authorized users to bookmark the login page and retain the email with the link so that they can access TouchNet in the future. Remember, TouchNet is not accessible to parents that are logged into the student's MyBuff Portal via the parent proxy and can only be accessed using the link in that email. Please be sure to check your junk folder for the email, as sometimes they will be filtered into that folder in error. Be sure to approve TouchNet emails so that they are delivered to your inbox.

The link in the email is: https://secure.touchnet.net/C21770_tsa/web/login.jsp