

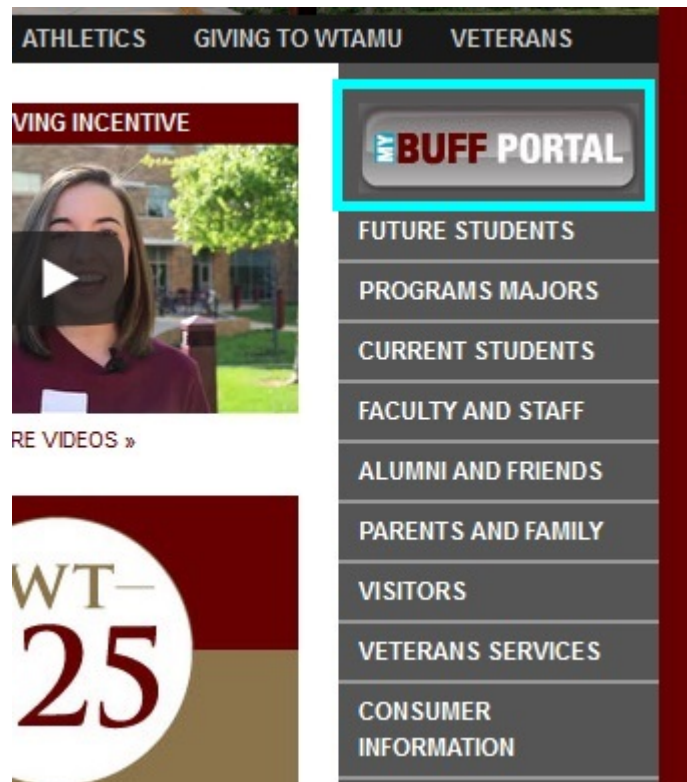
Students have the option to receive reminder texts from TouchNet for payment deadline reminders. Students may also add any other phone number to receive reminders.

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.



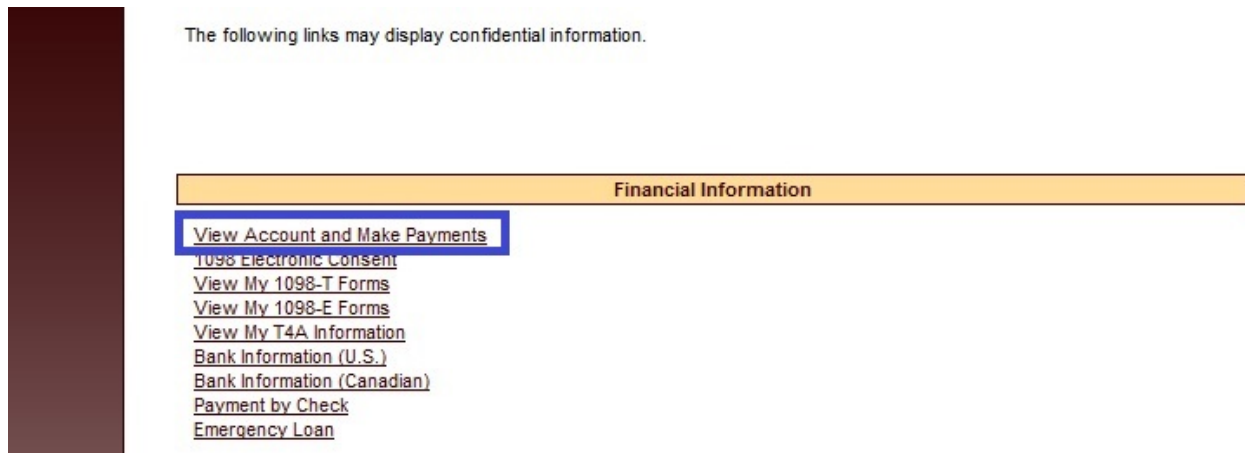
Once your student is in the portal, several icons will be available in the upper right hand corner. Click on the green compass for Buff Advisor.



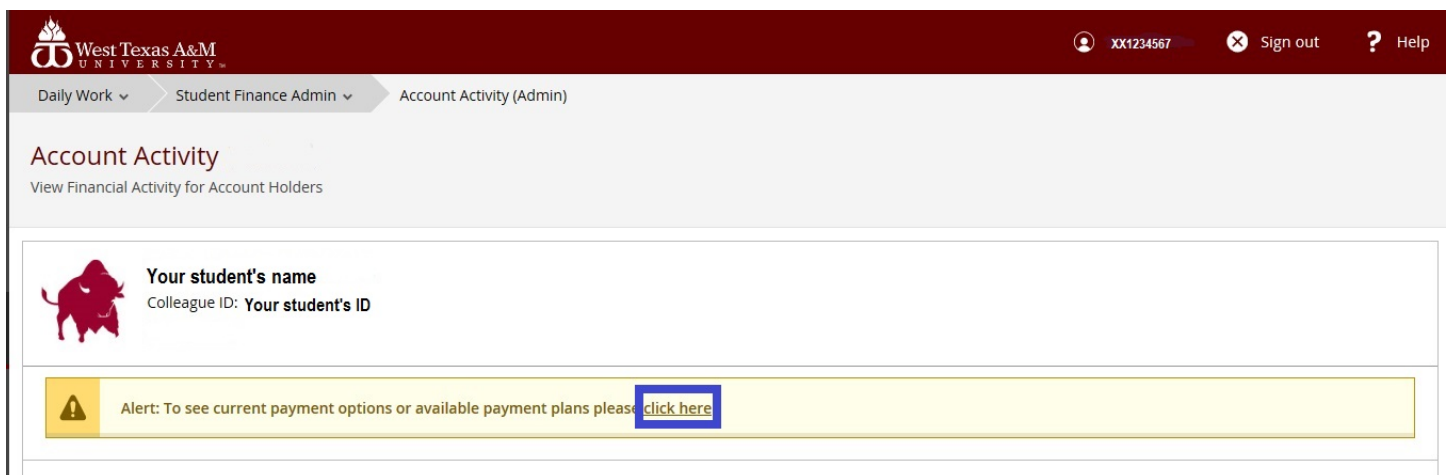
Next, your student will be redirected to a bridging screen. They will need to click Students in the lower right corner.



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 Notifications.

West Texas A&M UNIVERSITY

Logged in as: Your student's name | Logout

My Account Make Payment Payment Plans Help

Announcement

Welcome to the West Texas A&M University Student Payment Center! You can view your current account activity, sign up for a payment plan and make payments. You can also allow authorized users to access your account information, make payments, and view your current account activity.

Student Account

ID: xxxxxxxx

Balance \$0.00

View Activity Make Payment

My Profile Setup

- Authorized Users
- Consents and Agreements
- Notifications**

Term Balances

On the next screen, the student will set up the phone number to receive payment deadline reminders.

West Texas A&M UNIVERSITY

Logged in as: Your student's name | Logout

My Account Make Payment Payment Plans Help My Profile

My Profile

Personal Profile Payment Profile **Notifications**

To get optional text messages about selected account events (such as new bills or upcoming payments), enter your mobile phone number and carrier. Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.
Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Email address **Your student** @buffs.wtamu.edu

Receive text messages Yes No

Mobile phone: (555-555-5555)

Select your mobile carrier

Save Changes