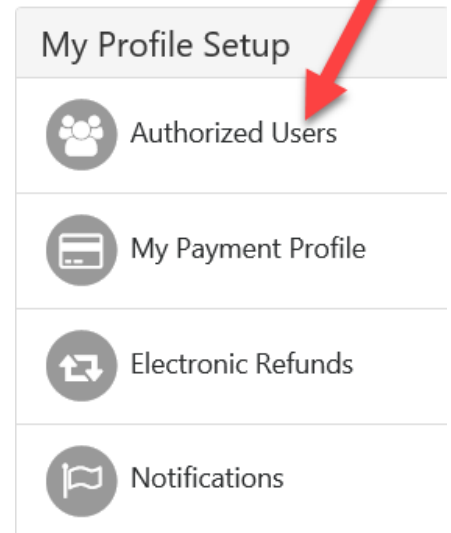




Setting up Authorized Users

Student Instructions

1. Log in to [TouchNet Portal](#) using the student COCC ID and PIN
 - a. COCC.edu -> Student Login -> Make a Payment -> TouchNet Portal
2. Select Authorized Users from My Profile Setup
3. Enter the email address of the person you want to give access to
 - a. Please note that this ONLY gives authorization to make payments on your account and to view your payment history.
4. Check "I Agree" and Click "Continue"
5. The Authorized User will receive two emails. One with a Username and one with a temporary password and a link back to [TouchNet Portal](#) page



Authorized User Instructions

1. Log in to [TouchNet Portal](#) using your username and temporary password that you received in your email
 - a. COCC.edu -> Student Login -> Make a Payment -> TouchNet Portal
2. The system will now ask you to set up your profile and change your password.

You are now set up as an Authorized User

The image shows a login form titled "Authorized Users". It contains the following text and fields: "Login for parents or others who have been granted access.", "*Email:" followed by a text input field, "*Password:" followed by a text input field, and a "Login" button at the bottom.