TouchNet – **Authorized User(s)**

Student Financials (Bursar)

Fall 2024	Due: 08/15/2024	$5,387.58
Spring 2024	Due: 01/08/2024	$1,000.00
Winter 2023/2024	Due: 12/04/2023	$1,111.00

- Make a Payment
- View Account Activity
- Enroll in Payment Plan
- Enroll in Direct Deposit Refunds
- International Payments

To designate an Authorized User, students will log into their RamPortal using their WCU ID and password.

They will then click on one of the links available under the Student Financials experience card. This will redirect them to Touchnet, our online portal to set up their authorized user(s).

TouchNet – **Authorized User(s)**

Choose Authorized Users from My Profile Setup menu
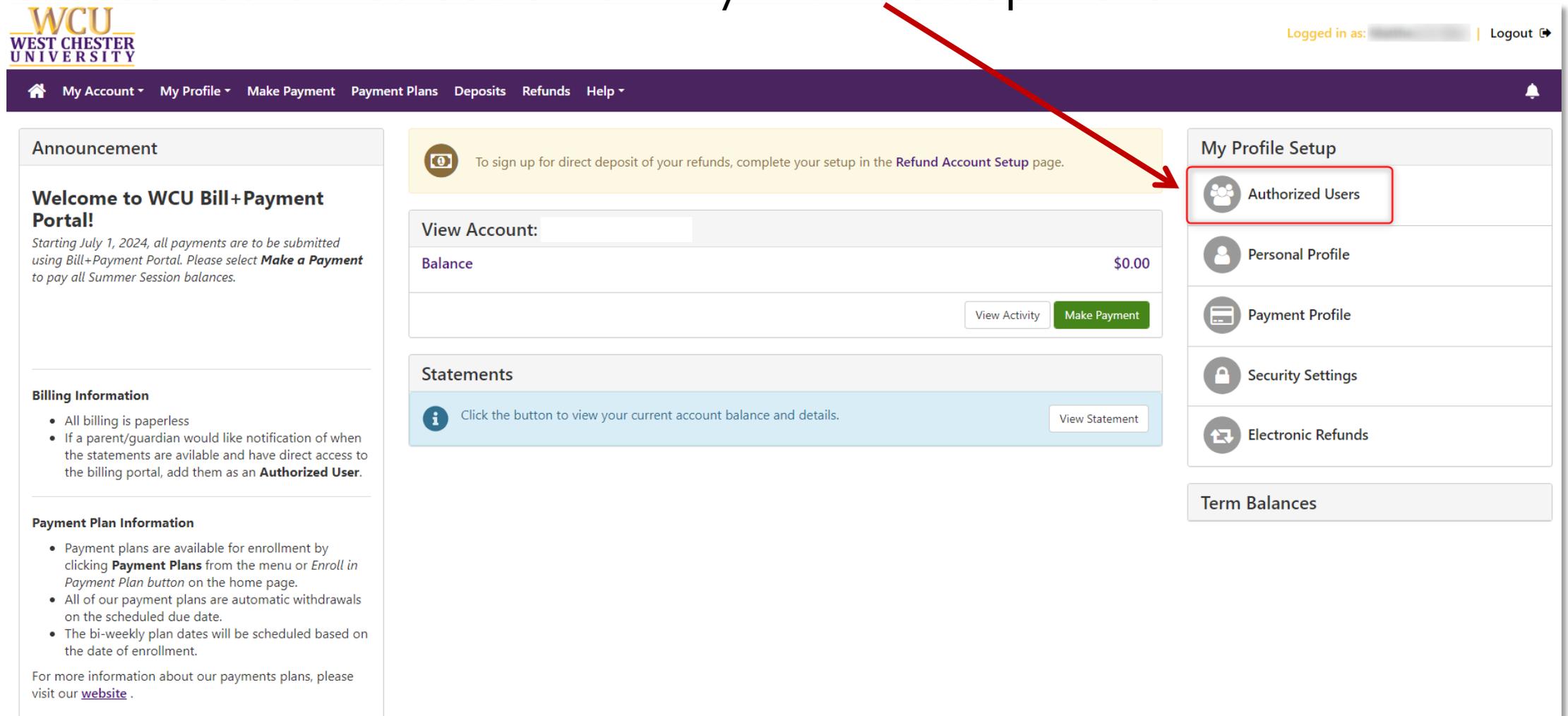
TouchNet – **Authorized Users**

My Profile Setup

- **Authorized Users**
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds

Authorized Users

| Authorized Users | Add Authorized User |

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.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity? ● Yes ○ No

Would you like to allow this person to view your payment history and account activity? ● Yes ○ No

Would you like to allow this person to receive your payment plan communications? ● Yes ○ No

Cancel   Continue

Enter the email of your Authorized User and toggle Yes or No to:
- ✓ Allow person to view **billing statement** and **account activity**
- ✓ Allow person to view **payment history** and **account activity**
- ✓ Allow person to receive your **payment plan communications**

Bill+Payment – **Authorized User(s) Access**

WCU Bill+Payment

Student and Staff

Authorized User

For Authorized Users only
Please enter your credentials to access your student's account.

Email:

Password:

Forgot Password   Login

If you need assistance, please contact the Bursar's Office at bursar@wcupa.edu or (610) 436-2552

The Authorized User(2) will receive two separate emails
1. Provides their username and confirmation of their access
2. Temporary password to set up their account

The Authorized user will then enter their username and temporary password here, using the link provided in the email. Click login

NOTE: your student will need to grant access to any Authorized User to gain access.

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The Authorized User(2) will receive two separate emails
1. Provides their username and confirmation of their access
2. Temporary password to set up their account

Authorized User Profile Setup

Reset password. Please enter a new password.

* Indicates required fields

Full name:*   First name   Last name

Password Requirements

Minimum 12 character length and must contain the following:
- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 of the following special characters:
  !"#$%&'()*+,-./:;<=>?@[\]^_`{|}~

New password:*

Confirm password:*

Cancel   Continue

TouchNet – **Authorized Users**

My Profile

Personal Profile | Payment Profile | Security Settings

- Your profile changes were saved.
- Your password has been successfully changed.
- You can add or update your personal information.

*Full name [ ] [ ] Edit

Login ID | Email address — Edit

Password — Edit

If you choose to enter a secondary email address, emails generated by this system will be sent to both addresses.

Secondary email address: — Edit

To get text messages about selected account events, 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.

Mobile Number — Edit

☐ Send me additional text message notifications about my account events (such as new bills or upcoming payments)

After a new password is created, the Authorized User will have access to view their:

- Personal Profile
- Payment Profile
- Security Settings

The Authorized User may navigate to their home page to view their student's bill, submit payment, or enroll in a payment plan