Authorized User Access Directions

Students can give others (parents, spouse, etc.) the ability to access certain account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student financial records may not be shared with a third party without their written consent. By adding you as an authorized user in TouchNet, your student has given written consent for you to:

1. View their account information related to payments and charges due
2. Make payments on their behalf

Note: an authorized user does NOT have access to a student’s academic records or other personal information. This access is also not a Release of Information; if you wish to discuss your student’s account with a staff member, either by phone or in person, your student must have a Release of Information on file granting you this access.

1. Your student will set up an account for you from their own login. You should receive two emails, one with a username, and one with a password.

2. To log in, visit www.my.boisestate.edu and click the Future Students/Guests option.
3. Click on Guest in the upper right hand corner and select Parent Login to sign in.

4. Use the Authorized User email address and temporary password (from your email)
5. The first time you log in, you will need to set up a profile and create your password:

![Authorized User Profile Setup](image)

<table>
<thead>
<tr>
<th>Profile Setup</th>
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</thead>
<tbody>
<tr>
<td>For security reasons, please change your password.</td>
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<table>
<thead>
<tr>
<th>Name and E-mail Address</th>
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</thead>
<tbody>
<tr>
<td>*Indicates required fields</td>
</tr>
<tr>
<td>Your login ID:</td>
</tr>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
<tr>
<td>E-mail address:</td>
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<tr>
<td>Alternate e-mail address:</td>
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<table>
<thead>
<tr>
<th>Password Change</th>
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<tbody>
<tr>
<td>*Enter your new password:</td>
</tr>
<tr>
<td>(minimum 7 characters and at least one number or special character)</td>
</tr>
<tr>
<td>*Confirm your new password:</td>
</tr>
</tbody>
</table>
6. Once your profile has been set up, click on Make a Payment

7. The next page will display the student’s account balance. Select Make a Payment again to complete the payment process.
8. After selecting the second Make a Payment button, the system will display payment options. Authorized Users can choose to pay a student’s entire account balance or pay for specific charges.

9. Follow the system prompts to select method of payment and complete the payment process.
Account Activity

If your student has granted you access to “View Account Activity,” you can access a summary of account information, a list of charges due and payment history.
You can sort transactions by term, or view a list of all transactions.

1098-T Tax Information

Please contact your student for access to 1098-T forms.