

### **Instructions for Setting up an Authorized User in TouchNet:**

1. Log in to **BlueLink**
2. Click on the **Student Financial Services** Tab
3. Click on the **Student Account** link (bottom of page)
4. Click on **TouchNet Billing System**
5. Click on the gray bar that says **TouchNet Billing System**
6. Once you are in TouchNet, there will be a series of tabs on the right side of the screen. Select the tab that says **Authorized Users**
7. Click on **Add Authorized User**
8. Enter the email address of the person you'd like to add and select the type of information you are giving them access to
9. Click **Continue**
10. Read through the pop-up agreement, check the **I agree** box and hit **Continue**
11. This will automatically email the person you've entered with their log in credentials and instructions on how to log in