1. Student logs into EagleNet.

2. Click the **View and Pay Student Account** widget.

3. Click **Authorized User**.

4. Enter the email address of your Authorized User (AU).

5. Select *Yes* if your AU should be allowed to view your payment history and account activity. If *No* is selected, the Authorized User will have payment only access.

6. Click **Continue**.

7. Your Authorized User will receive 2 emails with login information.